

Chapter 2 – General Ledger

Manual General Ledger Postings

Manual G/L Postings in standard SAP can be used to manage any transactions that require recording, correction and/or reversal. The supporting document is to be received by MWR/VQ Accounting area with the usual approvals attached. The responsible clerk has two choices:

1. create the G/L manual posting and make the direct posting

or

2. park the document (save the incomplete document temporarily) and then post that document later. Parked document information is included under helpful hints.

Document types are used to “classify the various kinds of transactions (general journals, accruals, reversals, DARs, etc).

Transactions Requiring Manual Entry

Providing that the supporting documentation is complete and properly approved, the General Ledger Clerk can begin the process of entering and posting a manual G/L posting.

There are 3 types of Manual G/L Postings

- GJVs (General Journal Vouchers) Doc type SA
- DARs (Daily Activity Records) – miscellaneous receipts (not customer receipts) Doc type SD
- AJVs (Accrual Journal Vouchers) – Payroll and Other – Doc type SB

- ◆ Accounting Activities at the local base level control entry of GJVs, DARs, and AJVs.



Creating Standard G/L Postings

Entering General Journal Vouchers (GJVs)

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → G/L ACCOUNT POSTING**

Transaction code: **F-02**

Screen: Enter G/L Account Posting - Header Data (0100)

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date ? Type SA Company code ?

Posting date 05/16/2000 Period

Reference

Doc. header text

First line item

PstKy 40 Account Sp. G/L Trans. type

SB1 (1) (100) mwr sap4 OVR 11:06

To enter a GJV, follow these steps:

Field	Description/Usage
Document Date	The creation date of the document, with the format MM/DD/YYYY.
Doc. Type	Enter the document type = SA for GJVs, SD for DARs
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted
Posting Date	The date that SAP system posts the created transactions. The format is MM/DD/YYYY.
Period	Enter fiscal period, ranging from 1 to 12, and 13 as the special period for year-end adjustment. The period is automatically derived from the posting date, if there is no input in this field. Note that only special period 13 can be entered in this field. Any other value will be

	reset automatically by the system to correspond to the fiscal period of the posting date.
Reference	Enter the MWR/VQ reference number to enable easy document searching for posted documents. Note that this field is often used to store different information depending on the business transaction.
Document Header Text	The entered text is to be applied to the document as a whole, not only on certain line item.
Posting Key	Enter posting key: 40 = Debit and 50 = Credit.
Account	Enter the relevant G/L account.
Sp. G/L	This field is not to be used with manual G/L postings or accruals.
Trans. Type	This field is used for asset postings only, therefore, it is not to be used with manual G/L postings or accruals.

After inputting the data on the first screen and pressing 'Enter', the *Screen: Enter G/L Account Document - Create G/L Account Item (0300)* is shown for inputting:

Enter General JV: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **101101** 1287 KITSAP
Company code **1287** MWR COMNAVREG, N.W.

Item 1 / Debit entry / 40

Amount USD ☐ Calculate tax
Value date ?
Assignment
Text Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (1) (100) mwrsp4 OVR 11:22

Using Normal Line Item Screen:

Screen: Enter G/L Account Document - Create G/L Account Item (0300)

Financial & Controlling (FICO)

Enter General JV: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts


G/L account **101101** 1287 KITSAP
Company code **1287** MWR COMNAVREG, N.W.

Item 1 / Debit entry / 40

Amount USD ☐ Calculate tax

Value date ?

Assignment

Text  Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (11) (100) | mwrsap4 | OVR | 11:22

Field	Description/Usage
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Assignment	May be left blank. Can also be used to indicate something that you want to see in the header text. (i.e. Month End Process etc.)
Text	Enter the required text for the certain line item.
Calculate Tax	This field is not used by MWR/VQ. Unfortunately, it cannot be suppressed.

All the remaining fields are optional and can be omitted in this process.

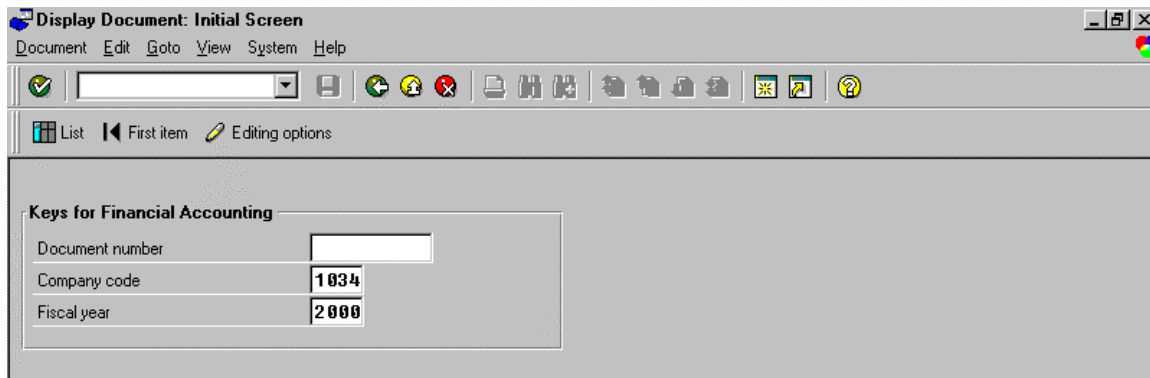


Display Manual G/L Posting Document

The posted or parked documents can be called up from the system for display at any time.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY

Transaction Code: **FB03**



Screen: Display Document - Initial Screen (0100)

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Document Number	Enter the required parked document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as 'YYYY'.

Fill the required fields and press 'Enter'. The document overview is shown:

Screen: Display Document - Overview (0700).

To display the *Header Data*, select: **EXTRAS → DOCUMENT HEADER**.

To display the *Line Item*, click in the field of the desired line item and then select: **GO TO → DETAILS** and the details of the selected items are shown.



Daily Activity Records (DAR's)

The Manual DAR process in SAP contains steps to be completed by several employees, including:

- ◆ Activity Cashier
- ◆ Activity Manager
- ◆ Central Cashier
- ◆ DAR Accounting Technician



NOTE: All forms discussed in this procedure are located in the Appendix

Activity Cashier:

A DAR is completed for each register and/or cost center as a record of the daily receipts. The cashier will complete Section I of the DAR form and prepare the locked moneybag with the white copy of the DAR form included, to pass to the central cashier. If there are vendors involved in the daily receipts (i.e. ITT sold consignment tickets for Disney) that vendors sales information is forwarded to the accounting office. If there are customers business in the daily receipts, (i.e. Marina slip rental prepaid, membership dues, and catering private party contracts) the cashier has to complete a customer information form and forward that information to accounting with the DAR.

1. Complete Sections I of the Daily Activity Record (DAR). Include bag number at the top of the form. Sign the form and place in the deposit bag with all the day's deposits.
2. Complete forms for deposits that involve customers and attach to the second copy of the DAR.
3. Attach all information that pertains to sales that involve vendor payments to the second copy of the DAR.
4. Forward this information to the Activity Manager for signature and additional information.

Activity Manager:

The Activity Manager is responsible for completing Section II of the second copy of the DAR. Verify all information to be complete and correct.

1. Complete Section II of the second copy of the DAR.
2. Attach all information that pertains to customer and vendor items.
3. Sign the DAR and send all the information to the accounting office.

Central Cashier:

The central cashier will complete Section III and verify Section I of the DAR. The central cashier receives the deposit bags and logs them into a receipt log to make sure all bags have been accounted for. All the receipts are counted by bag and the central cashier completes Section III on the enclosed DAR by bag.

1. Verify all receipts by locked moneybag.
2. Complete Section III of the DAR form enclosed in the bag.
3. Record the deposit slip number on the bottom of each DAR form. If the bank does not supply pre-numbered deposit slips, then create a sequential numbering system and write the number on the deposit slip and on all Activity DAR copies. (for all DAR's that make up the total DAR)
4. Notate discrepancies in monies counted by striking through the Activity Cashiers amounts in Section I and indicate the actual amount counted and verified. Initial each change.
5. Sum all the daily receipts and complete deposit slip.
6. Prepare the accounting entry to record the days total deposits (See Cash Cage Deposit Form) and attach to those days DAR's along with a copy of the deposit slip.
7. Forward all completed DAR's to the DAR accounting clerk.

DAR Accounting Technician:

The accounting clerk receives the top copy DAR from the central cashier and matches the top copy to the second copy signed and completed by the Activity Manager. The accounting clerk completes the breakdown of revenue in Section IV and records all transactions to SAP.

1. Match all copies of the DAR.
2. Record the total deposit that was recorded on the Cash Cage Deposit form that was completed by the central cashier.
3. Prepare the breakdown of revenue on the SAP DAR fast entry form. Cash will be recorded to the DAR clearing account 101060. Always record over and short amounts to the Company codes G/A.
4. Enter all accounting information into SAP.

Entering DAR information into SAP:

STEP 1: Record the cash cage deposit amount

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING

Transaction Code: **F-02**

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

☐ Held document
 ☐ Act assignmt model...
 ☐ G/L item fast entry
 ☐ Post with reference

Document date: ? Type: SA Company code: ?
 Posting date: 08/13/2001 Period: Currency/rate: ?
 Translation dte:

Reference:
 Doc. header text:
 Trading part BA:

First line item

PstKy: 40 Account: Sp.G/L: ☐ Trans.type:

DV2 (1) (200) mwrsap5 INS 07:53

Enter details of data:

Field	Description/Usage
Document date:	Appropriate date for the days business
Posting date:	Appropriate date for the days business
Document type:	SD for DAR
Company code:	SAP company code
Reference:	Your fund's unique MWR/VQ DAR reference identifier (VERY IMPORTANT: this reference number will be used in the reference field in step 2. MAKE SURE THE NUMBER IS ENTERED IN CORRECTLY IN BOTH STEPS.)
Text:	(Optional) can use for internal DAR numbering

Field	Description/Usage
Posting key (PK):	40 (debit)
GL Account:	Enter the Account Number for the Local Depository Account (LDA). When only one LDA exists for a Company Code, the GL account will be 101071.

Amount:	enter the amount recorded by the central cashier on the bank deposit slip
Value Date:	The date of the deposit slip
Posting key (PK):	50 (Credit)
GLAccount:	101060 (DAR Clearing account)
Amount:	amount recorded by the central cashier on the bank deposit slip

Save Document by clicking the Save button



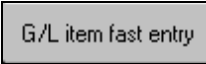
Record document number on posting documents

STEP 2: Record detail DAR information

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING

Enter DAR details:

Field	Description/Usage
Document date:	Use appropriate date for the day's business
Posting date:	Use appropriate date for the days business
Document type:	SD
Company code:	Use SAP company code
Reference:	Your fund's unique MWR/VQ DAR reference identifier.
Text:	(Optional) can use for internal DAR numbering

Click on GL item fast entry  screen > settings > entry template, select variant Z0003 (DAR one-line fast entry screen).

Financial & Controlling (FICO)

Enter DAR journal: Add G/L account items

Document Edit Goto Extras Settings Environment System Help

Act assignmt model... G/L item fast entry Tax amounts

Company code **1353** MWR MID-ATLANTIC REGION ☐ Calculate tax

G/L account items

PK	CoCd	Account	Amount	Cost c	Assignment	Text

Other line items

PstKy ☐ Account Sp.G/L ☐ Trans.type New co.code

DV2 (1) (200) mwr sap5 INS 07:57



NOTE: Do NOT use the return key while in fast entry screen. Use the TAB key to move from cell to cell.

Field	Description/Usage
Posting key (PK):	40 (debit)
GL Account:	Appropriate account for entry (cash will be recorded to 101060)
Amount:	Appropriate amount for this line item
Posting key (PK):	50 (credit)
GL Account:	Appropriate account for entry
Amount:	Appropriate amount for this line item
Cost Center	Appropriate cost center for the line item (if necessary)

Continue with the next line item. Posting key may alternate according to the entry being made. Continue posting debits and credits until DAR is recorded.

To get more line items, enter line and click **G/L item fast entry** again.

Save the document and record the document number on the DAR.

REPEAT STEP 2 FOR RECORDING ALL ACTIVITIES DAR INFORMATION FOR THE DAY'S DEPOSIT.

STEP 3: CLEAR DAR CLEARING ACCOUNT (101060)

Use the following menu path:

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > CLEAR

Transaction Code: **F-03**

Clear G/L Account: Header Data

Document Edit Goto Settings System Help

Process open items

Account: 101060 Clearing date: 05/16/2000 Period: 8

Company code: 1019 Currency: USD

Open item selection

☒ Normal OI

Additional selections

☐ None
☐ Assignment
☐ Amount
☐ Document number
☐ Posting date
☒ Reference
☐ Document type
☐ Business area
☐ Posting key
☐ Document date
☐ Net due date

SB1 (1) (100) mwr sap4 OVR 13:39

Enter details:

Field	Description/Usage
GL Account:	101060
Clearing date:	current date

Click reference field (reference field contains the unique MWR/VQ reference identifier.)

Process open items

Screen will display additional selection criteria.

Clear G/L Account: Enter selection criteria

Document Edit Goto Settings System Help

Other selection Other account Process open items

Parameters entered

Company code **1019**

Account **101060**

Account type **S**

Special G/L ind. ☐ Standard OIs

Reference

From	To	String	Initial value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

SB1 (1) (100) mwsap4 DWR 13:41

After making additional selection criteria (using the reference field information), the screen will display all open items that match the selection criteria.

Clear G/L Account: Process open items

Document Edit Goto Settings Environment System Help

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items 101060 CASH DAR CLEARING ACCOUNT

Reference	Document num	Dc	Document date	Pg	Days	USD Gross
10340092	1300004575	SD	04/20/2000	500		800.00
10340092	1300004575	SD	04/20/2000	500		124.00
10340092	1300004576	SD	04/20/2000	400		800.00
241	1300004265	SD	03/02/2000	500		16,624.48
241	1300004266	SD	03/02/2000	400		762.55
241	1300004267	SD	03/02/2000	400		63.00
241	1300004268	SD	03/02/2000	400		1,514.68
241	1300004269	SD	03/02/2000	400		117.45

Amount Gross<>Net Currency Items Items Disc. Dis

Editing status

Number of items 72 Amount entered 0.00


Display from item 1 Assigned 0.00

Display in clearing currency Not assigned 0.00

72 items were selected SB1 (1) (100) mwrsp4 OVR 13:49



Make sure amounts net to zero. If the account is out of balance for these open items, back out of the transaction, research the variance and create an entry to true up the difference.

If the account items net to zero, save the document. .
No line items are created.

STEP 4: TRUE -UP DAR CLEARING (101060)

Proceed with this step only if the DAR clearing is out of balance.

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER >
DOCUMENT ENTRY > GL ACCOUNT POSTING**

Transaction Code: **F-02**

Enter details of data:

Field	Description/Usage
Document date:	Appropriate date for the days business
Posting date:	Appropriate date for the days business
Document type:	SD
Company code:	SAP company code
Reference:	Your fund's unique MWR/VQ DAR reference identifier (VERY IMPORTANT: this reference number was used on the original DAR entry in step 2. MAKE SURE THE NUMBER IS ENTERED IN CORRECTLY IN ALL STEPS.)
Text:	(Optional) can use for internal DAR numbering

Shortage:

Posting key (PK):	40 (debit)
GL Account:	912000 (for cash shortage)
Amount:	Enter the amount that the DAR clearing account is out for this deposit
Cost center:	G & A cost center
Posting key (PK):	50 (Credit)
GL Account:	101060 (DAR Clearing account)
Amount:	Enter the amount that the DAR clearing account is out for this deposit

Overage:

Posting key (PK):	40 (debit)
GL Account:	101060 (DAR Clearing account)
Amount:	Enter the amount that the DAR clearing account is out for this deposit
Posting key (PK):	50 (Credit)
GL Account:	812000 (for cash overage)
Cost center:	G & A cost center
Amount:	Enter the amount that the DAR clearing account is out for this deposit

Save Document



and record document number on posting documents,

GO BACK TO STEP 3 AND CLEAR THE DAR ACCOUNT.



Credit Card Clearing Account (110000)

This procedure is done at the fund level and should be done at least once a week as the DAR information is made available to the Accounting Technician responsible for this process.

Use the following menu path:

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > CLEAR

Transaction code: **F-03**

Clear G/L Account: Header Data

Document Edit Goto Settings System Help

Process open items

Account: 110000 Clearing date: 05/31/2000 Period: 8

Company code: 1019 Currency: USD

Open item selection

☒ Normal OI

Additional selections

☒ None

☐ Assignment

☐ Amount

☐ Document number

☐ Posting date

☐ Reference

☐ Document type

☐ Business area

☐ Posting key

☐ Document date

☐ Net due date

SB1 (1) (100) mwwsap4 INS 07:04


Click the Process open items command button after entering the correct GL account number (110000).

Note: The following screen will show document types IC for the Mellon Credit Card and the corresponding DAR that matches the Mellon Bank payment.

Financial & Controlling (FICO)

Reference	Document num	Doc	Document date	Po	Days	USD Gross
	4800000000	IC	01/05/2001	500		3,388.59-
	4800000000	IC	01/05/2001	500		436.96-
	4800000000	IC	01/05/2001	500		315.00-

Make sure that the amounts net to zero. If the accounts are out of balance, you must back out of the transaction and create an entry to true up the difference(s).

If the account items net to zero as shown in the screen above, save the document by clicking on the save icon. .



True Up Credit Card Clearing (110000)

Use these steps only if the Credit Card Clearing Account 110000 is Out Of Balance.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

Transaction code: **F-02**

The first of these screens are for a shortage where the Cash shortage - GL account 912000 must be adjusted.

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date **05/31/2000** Type **SD** Company code **1019**
 Posting date **05/31/2000** Period **8**

Reference **Mellon Bank Test**
 Doc. header text

First line item

PltKy **40** Account **110000** ☐ G/L ☐ Trans. type

SB1 (1) (100) | mwtzap4 | INS | 07:19

Field	Description/Usage
Document Date	Date of the Mellon Bank Payment
Posting Date	The appropriate date for the day's business.
Document Type	Enter SD for DAR
Reference	Mandatory when using document type SD. Enter some identifying numbers, etc
Text	Optional

Shortage:

Posting key (PK):	40 (debit)
GL Account:	912000 (for cash shortage)
Amount:	Enter the amount that the Credit Card clearing account is out for the Mellon Bank payment.
Cost center:	G & A cost center
Posting key (PK):	50 (Credit)
GL Account:	110000 (Credit Card Clearing account)
Amount:	Enter the amount that the Credit Card clearing account is out for the Mellon payment

Financial & Controlling (FICO)

Enter DAR journal: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **912000** CASH SHORTAGE
Company code **1019** MWR NAVSTA MAYPORT

Item 1 / Debit entry / 40

Amount **15.00** USD ☐ Calculate tax

Cost center **1**

Order

Assignment

Text **Mellon Bank Test 1** Long text

Next line item

PltKy **50** Account **110000** Sp.G/L ☐ New co.code

SB1 (1) (100) | mwrsap4 | INS | 07:17

The following screens are for a cash overage where the Cash Overage - GL account 812000 must be adjusted.

Field	Description/Usage
Document Date	Date of the Mellon Bank Payment
Posting Date	The appropriate date for the day's business.
Document Type	Enter SD for DAR
Reference	Mandatory when using document type SD. Enter some identifying numbers, etc
Text	Optional

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date **05/31/2000** Type **SD** Company code **1019**
 Posting date **05/31/2000** Period **8**

Reference **Mellon Bank Test**
 Doc. header text

First line item

PostKey **40** Account **110000** ☐ G/L ☐ Trans.type

SB1 (1) (100) mwsap4 INS 07:19

Overage:

Posting key (PK):	40 (debit)
GL Account:	110000 (Credit Card Clearing account)
Amount:	Enter the amount that the Credit Card clearing account is out for Mellon Bank payment.
Posting key (PK):	50 (Credit)
GL Account:	812000 (for cash overage)
Cost center:	G & A cost center

Financial & Controlling (FICO)

Enter DAR journal: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **110000** ELECTRONIC CREDIT CARD ACCOUNT
Company code **1019** MWR NAVSTA MAYPORT

Item 1 / Debit entry / 40

Amount **25.00** USD ☐ Calculate tax

Value date
Assignment
Text **Mellon Bank Test 2**

Next line item

PstKy **50** Account **812000** New co.code

SB1 (1) (100) mwrnsap4 INS 07:20

Save Document



and record document number on posting documents,

GO BACK TO THE START (TRANSACTION CODE F-03) AND CLEAR THE CREDIT CARD ACCOUNT (110000).

Reversal of Manual G/L Postings

A reversal may be necessary when the posted accounting document is found incorrect or to reverse an accrual.



Reverse Incorrect Document (GJV or DAR only)

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → REVERSE → REVERSE INDIVID. DOCS

Transaction Code: **FB08**

Screen: *Reverse Document - Header Data (0105)*

Field	Description/Usage								
Document Number	Enter the required document number								
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted								
Fiscal Year	Enter the fiscal year of the accounting document - formatting as 'YYYY'.								
Reversal Reason	<table border="1"> <thead> <tr> <th>Reason</th><th>Text</th></tr> </thead> <tbody> <tr> <td>01</td><td>Reversal in original document period</td></tr> <tr> <td>02</td><td>Reversal in current or alternate period</td></tr> <tr> <td>03</td><td>Accrual reversal</td></tr> </tbody> </table>	Reason	Text	01	Reversal in original document period	02	Reversal in current or alternate period	03	Accrual reversal
Reason	Text								
01	Reversal in original document period								
02	Reversal in current or alternate period								
03	Accrual reversal								
Posting Date	Enter the date for posting the reversal document, the creation date is used if this field is not specified.								
Period	Enter fiscal period, ranging from 1 to 12, and 13 as the special period for year-end adjustment. The period is automatically derived from the posting date, if there is no input in this field. Note that only special period 13 can be entered in this field. Any other value will be reset automatically by the system to correspond to the fiscal period of the posting date.								

The original document can be displayed by selecting: **GO TO → DISPLAY DOCUMENT**

Reverse Document: Header Data

Document Edit Goto System Help

Display before reversal Find documents

Document no.

Company code **1019**

Fiscal year **2000**

Reverse posting details

Reversal reason

Posting date

Posting period

Check management specifications

Void reason code

SB1 (1) (100) mwwsap4 DVR 14:56

*The header and items details can be displayed as specified in the **Display Manual G/L Posting Document** instructions.*

After the document has been displayed, green arrow back.

To *Reverse the Original Document*, execute: **DOCUMENT → POST** and the system generates the reversal accounting document.



Intercompany Transactions

It may be necessary to perform transactions throughout the month that affect more than one fund. These transactions usually occur when one fund provides goods or services to another. For example, often MWR provides accounting services for VQ activities. Or, one MWR fund may transfer ITT tickets to another. Instead of preparing a check payable to the MWR providing the service/goods, an “intercompany transaction” may be performed. This transaction is simply a general journal voucher with an alternate company code.

In order for this transaction to work properly, the two company codes doing business **MUST** have a relationship built between them in the AIMS/SAP system. For example, a relationship between MWR and VQ has been built for those MWR funds that provide accounting services for VQ. In cases where a region exists, there are relationships built between the MWR funds within each region. However, not all MWR funds/VQs have relationships established in the SAP system. MWR funds that are not part of the same region will not be linked to each other automatically. All VQ funds will **NOT** be linked to each other automatically – therefore, intercompany transactions may **NOT** be performed between every VQ. If it is determined that an intercompany transaction is necessary where **NO** relationship has been established within SAP, please contact MWR HQ (RAMCAS Field Accounting Section) for guidance.

Keep in mind, there should **ALWAYS** be some local policy or procedures in place to perform “intercompany transactions”. Local procedures may be established where the local MWR Business Office makes the intercompany transaction for payment for accounting services by the VQ. Intercompany transactions must be agreed upon by both parties – some local procedure **MUST** be established to document these transactions. For example, the automatic processing of the intercompany transaction to record the monthly payment for accounting services (by the VQ) to the local MWR Fund could be included in the contract or Memorandum of Agreement (MOA) between the MWR and the VQ.

It is **NOT** recommended that this transaction be used to correct errors in posting between company codes. Because the “intercompany transaction” concept is relatively new and can be easily confused, it is imperative that documentation is **COMPLETE**. If an error is made (a document posted to the incorrect company code), the document should be reversed and correctly re-keyed into the correct company code. Likewise, if an invoice is posted to an incorrect company code, the invoice should be reversed and re-entered correctly. If a check was prepared from the wrong company code, it is recommended the check be voided, the invoice reversed and re-keyed so that a complete and easily understood audit trail exists concerning this payment. If it is decided that an “intercompany transfer” is needed, documentation **MUST** be complete and **MUST** pass audit trail requirements. Remember, all source documents should fully support the transaction and any auditors that may examine your records must be able to clearly understand “intercompany transactions” using your source documents and on-line examination.

In order to perform this “intercompany transaction” go to:

ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL LEDGER>DOCUMENT ENTRY>G/L ACCOUNT POSTING

Transaction Code: **F-02**

Complete the header information for the document. These include the document date, the posting date, the document type (SA is correct), reference information, document header text, etc. The Company code should be the company code initiating the transaction. For example, use the VQ company code (8019) when processing the intercompany transaction to record the payment for accounting services to the MWR Fund. This is illustrated below:

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date ? Type SA Company code ?
Posting date 08/13/2001 Period Currency/rate ?
Translation dte
Reference
Doc. header text
Trading part. BA

First line item
PstKy 40 Account Sp. G/L Trans. type

DY2 (1) (200) mwr sap5 INS 07:53

Enter the appropriate GL Account number then press the Enter key or click the green arrow



Complete the following screen to enter the amount of the transaction (\$6373.37) and the cost center (786).

Enter General JV: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **763000** DEPRECIATION EXPENSE FF&E
 Company code **1353** MWR MID-ATLANTIC REGION

Item 1 / Debit entry / 40

Amount USD
 Tax code ☐ Calculate tax
 Cost center ? Order
 Article Site
 Quantity
 Assignment
 Text Long text

Next line item

PstKy Account Sp.G/L New co.code

DV2 (1) (200) mwrsp5 INS 12:05

Note that in the “Next line item” portion of the screen, we have used PstKey 15 (Incoming Payment), the Account Number for CBQ which in this case is 10006 and the New co. code (1019), the Mayport MWR fund. This will record the revenue for the MWR fund.

Press the Enter key or click the green arrow  .

The screen now allows entering the amount of the Incoming payment. See the screen below.

Financial & Controlling (FICO)

Enter General JV: Add Customer item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

Customer **10006** CBQ G/L acc **133005**
Company code **1019** Bldg. 1337 N. S.
MWR NAVSTA MAYPORT Mayport

Item 2 / Incoming payment / 15

Amount **6373.37** USD
Bline date **05/16/2000**

Invoice ref. / /
Print block ☐ Print method ☐ Print meth.supl. ☐
Assignment
Text Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (1) (100) mwrsp4 INS 07:24

Now, click the “Overview Icon”



Enter General JV: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assignmt model... G/L item fast entry Taxes

8019 UQ NAUSTA MAYPORT 6,373.37
1019 MWR NAUSTA MAYPOR 6,373.37-

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	40	8019	741000	SUPPORT SERV EXP	786		6,373.37
002	15	1019	10006	CBQ			6,373.37-

D 6,373.37 C 6,373.37 0.00 * 2 Line items

Other line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (1) (100) mwrsp4 INS 07:25

You will notice that the screen now shows both company codes affected by the intercompany transaction.

It is very important when performing intercompany transactions, to go to the menu path: DOCUMENT > SIMULATE. The resulting screen, shown below, gives the user all the details of these intercompany transactions.

Enter General JV: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Taxes Reset

8019 VQ NAUSTA MAYPORT
1019 MWR NAUSTA MAYPOR

Items in document currency

Itm PK	CoCd	Account	Description	CostCr	Order	Amount
001 40	8019	741000	SUPPORT SERU EXP	786		6,373.37
002 15	1019	10006	CBQ			6,373.37-
003 50	8019	101005	INTER-COMPANY CASH			6,373.37-
004 40	1019	101005	INTER-COMPANY CASH			6,373.37

D 12,746.74 C 12,746.74 0.00 * 4 Line items

Other line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (1) (100) mwrsp4 INS 08:55

Two documents will be created through posting of this transaction. One document for the initiating company code (the VQ company code in our example) and one document for the receiving company code (the MWR company code in our example). The offsetting entry for each transaction is INTERCOMPANY CASH (101005). Be sure to record both document numbers.

WARNING: Be aware that using intercompany transactions can lead to misleading results when querying the amount in the GL account 101005. This type of journal posted across company codes that do NOT involve Company Code 7900 – Inter-company and do NOT represent cash transactions will affect the meaning and validation of any amount in account 101005 at certain times during the accounting period.



Intercompany Document Reversals

If the need arises that you must reverse an Intercompany Transaction, you will need to follow an alternate menu path rather than a normal document reversal.

To accomplish this type of a document reversal, we must enter the 16 digit cross company code document number.

To ascertain what this number is, use the following menu path:

**ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL
LEDGER>DOCUMENT>DISPLAY**

Transaction code: **FB03**

The screenshot shows the SAP Document Overview window for transaction FB03. The window displays the following details:

General JV (SA)			
Doc. number	1000000224	Company code	8019
Doc. date	02/28/2000	Fiscal year	2000
Ref.doc.	ACCT SERVICES	Posting date	02/28/2000
Doc.currency	USD	Period	05
		Cross-company n	1000000224801900

Ita	PK	Account	Account short text	Amount	Cost ctr	Order	Assignment
1	40	741000	SUPPORT SERV EXP	6,373.37	786		PYMT CBQ MAYPO
2	50	101005	INTER-COMPANY CASH	6,373.37-			

The status bar at the bottom indicates: SB1 (1) (100) mwsap4 INS 10:30

Important: Make a note of the 16 digit Cross-company code

Follow this menu path to handle the document reversal:

**ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL
LEDGER>DOCUMENT>CROSS CC TRANSACTION>REVERSE**

Transaction code: **FBU8**

Reverse Cross-Company Code Transaction: Header Data

Cross-CC transaction Edit Goto System Help

Cross-CC doc. number 1000000224801900

Document number

Company code 8019

Fiscal year 2000

Reverse posting details

Reversal reason 01

Posting date

Posting period

SB1 (1) (100) mwsap4 INS 10:32

Enter the 16 digit Cross CC number. For example, 1000000224801900 as shown above. Or as an alternative method of continuing the process, you may enter one of the two original document numbers and the process will show both documents to be reversed. For example, we could use 1000000224 instead of the 16 digit number.

Enter either one of the two company codes. We are using the VQ company code 8019.

Enter a reversal reason (01 for current period, 02 for an alternate posting date)

If you have selected 02 – the alternate posting date (rather than the original document posting date), Enter a posting date.

Click the Save Icon. 

The system will then inform you the transaction has been completely reversed. Two reversal document numbers will be identified (one for each company code affected). Make a note of these document numbers and store this information with the other documentation to provide a clear and easily understood audit trail.

Sample General Ledger Posting across Company Codes**STEP 1: Record Cash Cage Deposit for VQ that shares Bank Account with MWR**

CASH CAGE INTER COMPANY DEPOSIT FORM				
(Amounts in parentheses are for reference only)				
DOCUMENT DATE	7/25/99 <small>(if open to ledger)</small>			
DOCUMENT TYPE	SD	COMPANY CODE	1019 <small>(if open to ledger, same as company code)</small>	
POSTING DATE	7/25/99 <small>(if open to ledger)</small>			
REFERENCE	1234 <small>(if open to ledger)</small>			
DOC. REFERENCE	 <small>(if open to ledger)</small>			
Posting Key (FK)	40	GL ACCOUNT	101071	AMOUNT \$100.00
			DEBIT	
Posting Key (FK)	50	GL ACCOUNT	101060	AMOUNT \$100.00
			CREDIT	
		<small>(Posting across bank account VQ GL code)</small>		
Description:				
Prepared by	Date	Reviewed by	Date	
		Approved by	Date	
System Generated Document Number		In Co. Code MWR	In Co. Code VQ	
<small>(if open to ledger)</small>				

AMT-DAR 002

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING

Transaction Code: **F-02**

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date ? Type SA Company code ?

Posting date 08/13/2001 Period Currency/rate ?

Translation dte

Reference

Doc.header text

Trading part.BA

First line item

PstKy 40 Account Sp.G/L Trans.type

DV2 (1) (200) | mwrsap5 | INS | 07:53

Field	Description/Usage
Document Date	The creation date of the document, with the format MM/DD/YYYY.
Doc. Type	Enter the document type = SD for DAR
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Posting Date	The date that SAP system posts the created transactions. The format is MM/DD/YYYY.
Period	Enter fiscal period, ranging from 1 to 12, and 13 as the special period for year-end adjustment. The period is automatically derived from the posting date, if there is no input in this field. Note that only special period 13 can be entered in this field. Any other value will be reset automatically by the system to correspond to the fiscal period of the posting date.
Reference	Enter the MWR reference number to enable easy document searching for posted documents. Note that this field is often used to store different information depending on the business transaction. DAR transactions will use the deposit slip number in this field.

Financial & Controlling (FICO)

Document Header Text	The entered text is to be applied to the document as a whole, not only on certain line item.
Posting Key	Enter posting key: <i>40</i> = Debit and <i>50</i> = Credit.
Account	Enter the relevant G/L account.
Sp. G/L	This field is not to be used with manual G/L postings or accruals.
Trans. Type	This field is used for asset postings only, therefore, it is not to be used with manual G/L postings or accruals.

Enter DAR journal: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **763000** DEPRECIATION EXPENSE FF&E
 Company code **1287** MWR COMNAVREG, N.W.

Item 1 / Debit entry / 40

Amount USD ☐ Calculate tax

Cost center Order
 Assignment Text Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (1)(100) mwrsap4 OVR 11:48

Enter DAR journal: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assignmt model... G/L item fast entry Taxes

1019	MWR NAVSTA MAYPOR	100.00
8019	VQ NAVSTA MAYPORT	100.00-

Items in document currency

PK	BusA	Acct	CoCde	USD	Amount	Tax amnt
001	40	0000101071	LOCAL DEPOSITO 1019		100.00	
002	50	0000101060	CASH DAR CLEAR 8019		100.00-	

Posted Documents

Cross-co. code no. 1300000010101999

CoCd	Doc. no.	F. Yr
1019	13000000010	1999
8019	13000000000	1999

D 100.00

Other line item

PstKg ☐ A ☒ Continue

0.00 * 2 Line items

SB1 (1) (100) mwrsp4 INS 10:37AM



Display Manual G/L Posting Document

The posted or parked documents can be called up from the system for display at any time.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY

Transaction Code: **FB03**

Screen: Display Document - Initial Screen (0100)

Display Document: Initial Screen

Document Edit Goto View System Help

List First item Editing options

Keys for Financial Accounting

Document number	
Company code	1034
Fiscal year	2000

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Document Number	Enter the document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as 'YYYY'.

Fill the required fields and press 'Enter'. The document overview is shown:

Screen: Display Document - Overview (0700).

To display the *Header Data*, select: **GO TO → DOCUMENT HEADER.**

To display the *Line Item*, select: **EDIT → DISPLAY FROM ITEM** and then input the required item number and the details of the selected items are shown.

The screenshot shows the SAP 'Document Overview' window. The title bar includes 'Document Overview' and standard window controls. The menu bar contains 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. The toolbar has various icons for document actions. Below the toolbar, there's a section for 'General JV (SA)' with the following data:

Doc. number	1000001853	Company code	1287	Fiscal year	2000
Doc. date	01/31/2000	Posting date	01/31/2000	Period	04
Ref.doc.	GJV	Cross-company n			
Doc.currency	USD				

Below the header data is a table with 8 columns: 'Itm', 'PK', 'Account', 'Account short text', 'Amount', 'Cost ctr', 'Order', and 'Assignment'. The table contains 16 rows of data, alternating between items 1-16. The 'Amount' column shows values like 49.17, 119.40, 730.65, etc. The 'Cost ctr' column shows values like 572, 373, 318, etc. The 'Order' and 'Assignment' columns are empty.

At the bottom of the window, the status bar shows 'SB1 (2) (100)' and 'mwsap4 OVR 11:38'.



Display Cross Company Code Manual G/L Posting Document

The posted or parked documents can be called up from the system for display at any time.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → CROSS-CC TRANSACTIONS → DISPLAY

Transaction Code: **FBU3**

Field	Description/Usage
Cross-CC no.	Enter the Cross Company Code Document Number to be displayed.

Display Transaction: Overview

Transaction Edit Goto Extras Settings Environment System Help

Cross-CC no. 1300000010101999 Doc. type SD DAR journal

Posting date 07/29/1999

Documents

CoCd	Doc.no.	Year	Total	Itm	Company code	description
1019	13000000010	1999	100.00	2	MWR NAVSTA	MAYPORT
8019	13000000000	1999	100.00	2	VQ NAVSTA	MAYPORT

Items in document currency

CoCd	Doc.no.	Itm	Acct no.	Description	Display in USD
1019	13000000010	001	101071	LOCAL DEPOSITORY	100.00
1019	13000000010	002	101005	INTER-COMPANY CASH	100.00-
8019	13000000000	001	101060	CASH DAR CLEARING AC	100.00-
8019	13000000000	002	101005	INTER-COMPANY CASH	100.00

SB1 (1) (100) mwrsp4 INS 10:52AM



Note: All Cross Company Postings offsets are automatically posted to account 101005.



Account Assignment Model

The '*Account Assignment Model*' is a reference for document entry. It may contain any number of G/L accounts and amounts and does not have to be complete. When posting a document with an Account Assignment Model, you can add, change, or delete any of the reference data used in the model.



Create/Change Account Assignment Model

To create the *Account Assignment Model*, the following menu path is used:

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → REFERENCE DOCUMENTS → ACCOUNT
ASSIGNMENT MODEL → CREATE**

Transaction Code: **FKMT**

Screen: *Account Assignment Model - Initial Screen (No. 0101)*

	Description/Usage
Acct assignment model	Enter the name of your model. The name can be up to ten characters.
Reference	Leave blank to create an entirely new <i>Account Assignment Model</i> or enter the name of an existing <i>Account Assignment Model</i> to copy and edit.

Currency	Enter USD.
Chart of Accounts	Enter 2000.
Sample Text	Enter the text for your <i>Account Assignment Model</i> .
Authorization	If you are familiar with authorization groups, enter restrictions here or simply leave this field blank.

Account Assignment Model: Create Header

Acct assignment model: TESTER001

Reference:

Attributes

Currency: USD

Chart of accounts: 2000

Sample text: EOM TESTING PROCEDURE 001

Authorization:

☐ Calculate tax

☐ Equivalence to

QA1 (1) (100) | mwwsap1 | INS | 09:15

GOTO → LINE ITEMS



NOTE: You can change your screen template. Example: **SETTINGS→ SCREEN TEMPLATE→Variant Z0001 - One Line Account Assignment Model**

Create your line items and save





The '*Account Assignment Model*' is used after entering the header information of your document.

GOTO → ACCOUNT ASSIGNMENT MODEL → Choose your Model



NOTE: You can also select the pushbutton labeled: **Act assignmnt model**

Accruals Journals – Creation and Reversal



Entering Accrual Journal Vouchers (AJVs)

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
PERIODIC PROCESSING → CLOSING → VALUATE → ENTER ACCRUALS**

Transaction Code: **FBS1**

Screen: Enter Accrual/Deferral Doc.: - Header Data (0100)

Field	Description/Usage
Document Date	The creation date of the document, with the format MM/DD/YYYY.
Doc. Type	Enter the document type = SB for Payroll and other AJVs.
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Posting Date	The date that SAP system posts the created transactions. The format is MM/DD/YYYY.
Period	Enter fiscal period, ranging from 1 to 12, and 13 as the special

	period for year-end adjustment. The period is automatically derived from the posting date, if there is no input in this field. Note that only special period 13 can be entered in this field. Any other value will be reset automatically by the system to correspond to the fiscal period of the posting date.
Reference	Enter the MWR/VQ reference to enable easy document searching for posted documents. Note that this field is often used to store different information depending on the business transaction.
Doc. Header Text	The entered text is to be applied to the document as a whole, not only on certain line item.
Reversal Reason	Enter reversal reason code = 03 Accrual Reversal
Reversal Date	Normally, for an EOM accrual, the reversal date will be the first day of the next period.
Post Key	Enter Posting Key: 40 = Debit and 50 = Credit.
Account	Enter the relevant G/L account.
Sp. G/L	This field is not to be used with manual G/L postings or accruals.
Trans. Type	This field is used for asset postings only, therefore, it is not to be used with manual G/L postings or accruals.

The next screen that appears is: *Enter Accrual/Deferral Document - Create G/L Account Item (0300)* is shown for inputting:

Enter Accrual/Deferral Doc.: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **102000** RESTRICTED CASH CAPITAL OUTLAYS
Company code **1034** MWR NAS JACKSONVILLE

Item 1 / Credit entry / 50

Amount USD ☐ Calculate tax
Site

Assignment
Text Long text

Next line item


PstKy Account Sp.G/L Trans.type New co.code

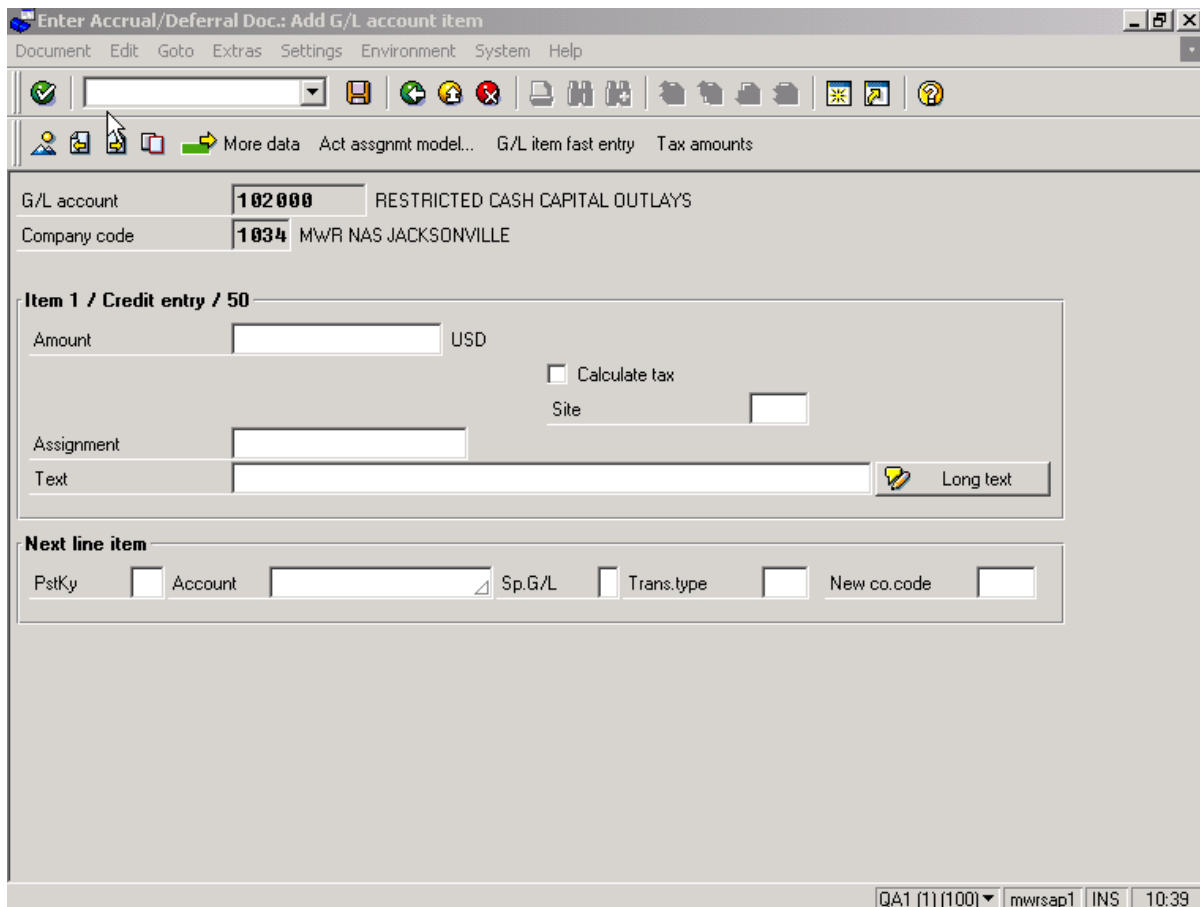
QA1 (1) (100) mwr sap1 INS 10:39

Field	Description/Usage
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Cost Center	Enter the appropriate cost center. Cost center is only a mandatory field for certain types of G/L accounts. Line items for most balance sheet accounts do not require entry of a cost center.
Text	Enter the required text for the certain line item.

All the remaining fields are optional and can be omitted in this process.

GL Fast entry can also be utilized for key entry of accounting details. Access the entry after the header information is complete. To access the fast entry screen, click on the

 button above the header information (See *Screen: Enter Accrual/Deferral Doc.: - Header Data (0100)* At the beginning of this document. The standard fast entry screen will pop up for keying. If another screen template is required, click on **Settings> Entry Template**, a table with other options will be displayed for selection. Click on the one desired.



Enter Accrual/Deferral Doc.: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **102000** RESTRICTED CASH CAPITAL OUTLAYS

Company code **1034** MWR NAS JACKSONVILLE


Item 1 / Credit entry / 50

Amount USD

☐ Calculate tax

Site



Assignment

Text  Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ Trans.type ☐ New co.code

QA1 (1) (100) mwr sap1 INS 10:39

To display the transaction before posting, click on the document overview  icon and view the document details. Save the document by clicking on the  Save icon.



Display Accrual Posting Document

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → CLOSING → VALUATE → ENTER ACCRUALS → DOCUMENT → DISPLAY

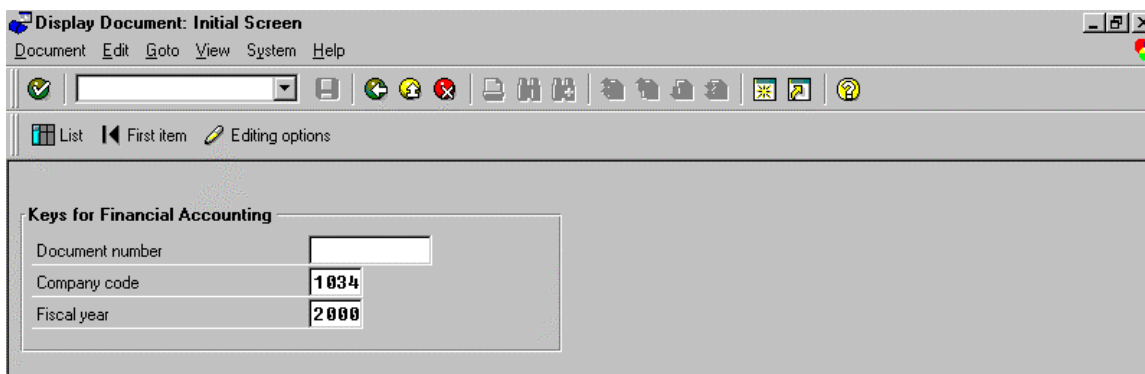
The last document posted will display on the screen.



Display accrual posting document from GL entry

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY

Transaction Code: **FB03**



Field	Description/Usage
Document Number	Enter the required document number
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Fiscal Year	Enter the fiscal year of the document - formatting as 'YYYY'.

Hit the enter key. The screen will display the document requested.



Reverse Accrual (AJV)

At the end of each month, you must perform a process to execute accrual reversals for the accrual entries that you booked in the current accounting period. These accrual reversals are normally set up to reverse with a posting date of the first day of the next accounting period.

To begin, go to the following menu path:

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → CLOSING → VALUATE → REVERSE ACCRUALS

Transaction Code: **F.81**

Screen: Reverse Accruals: Initial screen (1000)

Field	Description/Usage
Company Code	Enter the 4-digit company code(s) for which you wish to execute the accrual reversal (you may run this process for more than one company code in one session; just remember to use the multiple selection arrow to record the additional company codes vice a <u>range</u> of company codes).
Document Number	Leave the document number field blank so that the system will scan all accrual documents.
Fiscal Year	Enter the fiscal year of the accounting document -

	formatting as 'YYYY'.
Document type	SB for regular accrual entries.

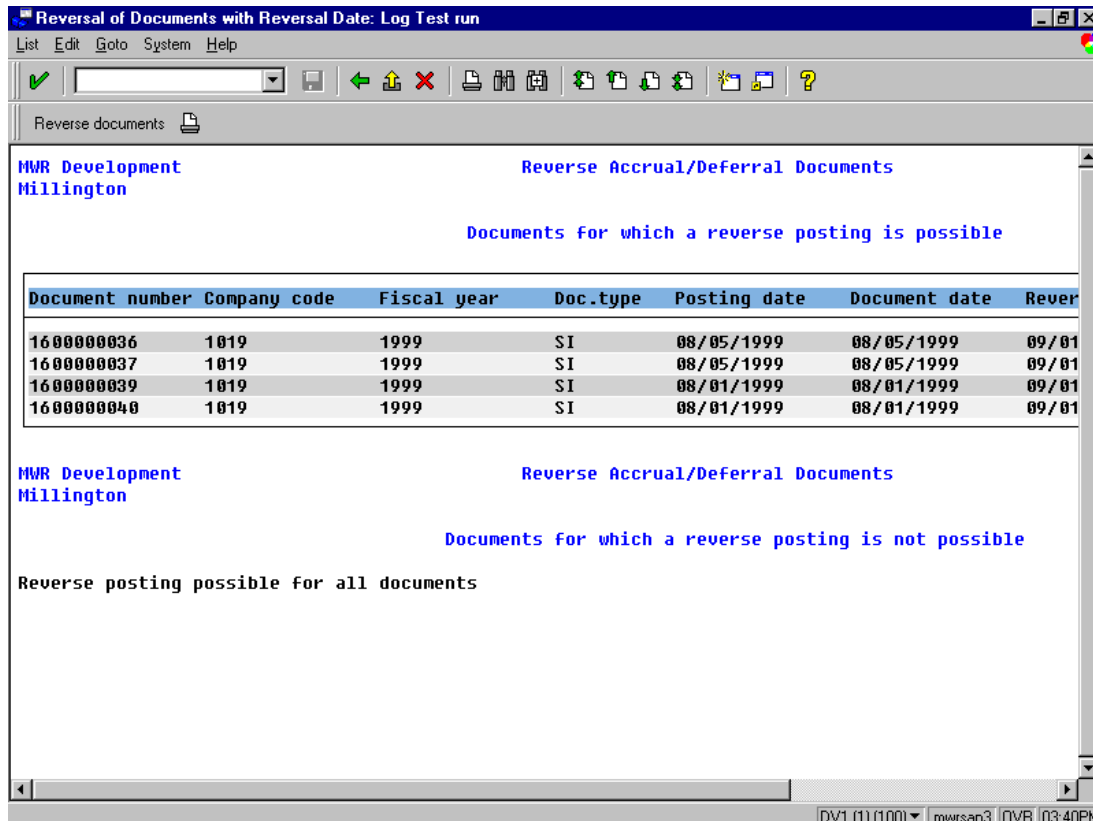
There are further selection options on the selection screen which may be used to narrow down the number of documents which are selected for reversal, e.g. user name – these are optional.

Further Selections

Reverse posting date	This date is the date on which you indicated the accrual reversal would be posted. Normally the posting date of the reversal is the first date of the next accounting period (e.g., for accruals prepared for the November closing, the normal reversal date would be 12/1/YYYY, etc.) Use a range from the 1 st to the last day of the month (e.g., 12/01/01 to 12/13/01)
----------------------	---

Ensure that test run checkbox is flagged. This will prompt the system to list all accruals that are eligible for reversal. Without the test flag on, all documents which fit the program's selection criteria, will be reversed without the system providing an opportunity to view the selected documents first.

After completing inputting, select: **PROGRAM → EXECUTE** . A listing of all accruals will appear. These entries are your original accrual documents. You should see



Document number	Company code	Fiscal year	Doc.type	Posting date	Document date	Reversal date
1600000036	1019	1999	SI	08/05/1999	08/05/1999	09/01
1600000037	1019	1999	SI	08/05/1999	08/05/1999	09/01
1600000039	1019	1999	SI	08/01/1999	08/01/1999	09/01
1600000040	1019	1999	SI	08/01/1999	08/01/1999	09/01

Reverse posting possible for all documents

Reverse documents

Reverse documents

Click the “list” icon (or you may request the system to display the actual document number provided when you ran the reversal process).

Enter the appropriate company code. Enter the document type “SC” (the reversal document for a SB).

Enter the posting date (the date you indicated the entry should be posted when you created the recurring document, usually the first day of the next accounting period).

NOTE: Remember, when using multiple selections, you must enter the additional document types (or company codes) using the “multiple selection ARROW” at the right of the line. DO NOT enter a range from SC to SI – you will be provided a list of all documents with types SC, SD, SE, SF etc...the same applies when requesting multiple company codes. If you identify the range to be 1287 to 8172, the system will attempt to give you ALL company codes falling in that numerical range!!!

Click the Execute icon.



The actual FI documents will be listed. If you double click on each document, you can view the actual entries that were posted to the general ledger.

NOTE: You may run this process at any time during the month and you may run it multiple times during the month. If it has been determined that an additional accrual entry document was created after the accrual reversal process is complete, simply repeat the process. Running the process more than one time during an accounting period will NOT result in duplicate entries! The system will ONLY create the reversal entry once for each period and ONLY once for each accrual document!

- ◆ To print out the ‘*List Of Reversal Documents*’ for filing, select: **LIST → PRINT**; the screen: *Print Screen List* is shown. Then select: **OUTPUT → PRINT** and the ‘*Spool Request Number*’ is shown and the list is printed.



Warning: Make sure the system printer is properly connected.



Voiding or Cancellation of an Accrual Document

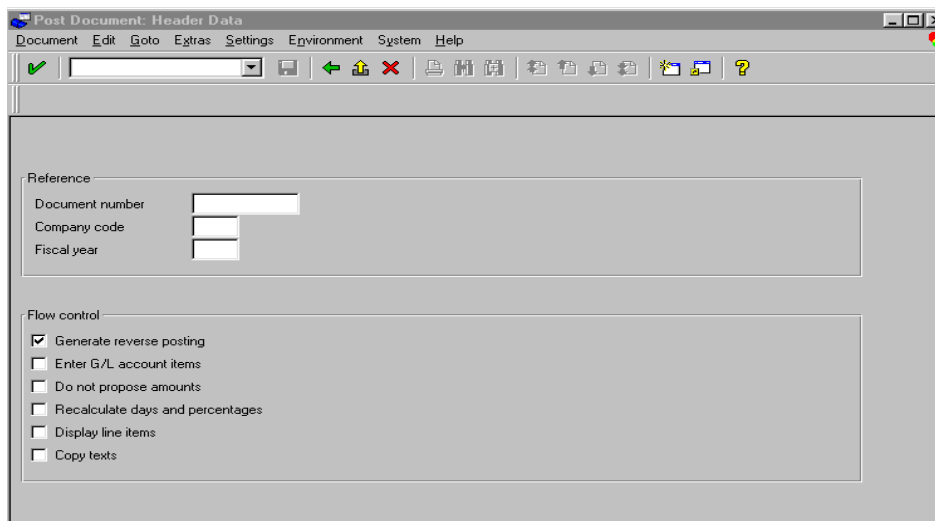
There might be occasions where, after entering an accrual document, it has been determined that the document is incorrect. You may need to “Void or Cancel” the document. Although it might seem logical, the Accrual Reversal process should NOT be executed. This process will just reverse the document in the following accounting period as noted in the document header information – it will not “delete” or “void” the entry! Instead, another accrual document (identical to the first) should be prepared with “reverse” signs of the original, using the same header information. This will result in the two entries zeroing each other when the month end accrual reversal is performed and also they will both reverse in the following accounting period with a “null” effect.

Use the following menu path to prepare the accrual with “reverse” signs to use with the “post with reference” process:

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > CLOSING > VALUATE > ENTER ACCRUALS


Transaction Code: **FBS1**

Click the **[Post with Reference]** button.




Enter the original document number (the incorrect one), the applicable Company code and the correct Fiscal year.

Ensure the checkbox labeled “**Generate reverse posting**” is selected.


Hit the Enter key or click the  icon.

You will be returned to the initial screen with the Header information shown. Note on the bottom of the screen, the posting key and the account number has been populated automatically with the data from the original accrual entry only with **REVERSE** signs.

You must now change the document type to “SA”. Enter the reversal date (Use the same date as the original accrual document, usually the first day of the following accounting period).

Hit the Enter key or click the  icon.

The proposed entry will be displayed – Note that the entry is the exact reverse of the original.

Click the SAVE icon  and the task is complete. Remember to go back into the system and re-enter your adjusted or corrected accrual document. The net effect of the two entries is zero. In the following accounting period when the accrual process is executed, the net effect will again be zero.



Recurring Journal Entries

The ‘*Recurring Journal*’ is a periodic posting that is identical in terms of both account numbers and amounts. The posting frequency is based on a user defined run-dates (e.g. monthly, quarterly or annually).

There are two ways of defining the posting frequency:

1. To Define the Interval Run in Months

e.g. monthly or quarterly, with specified run-date in that interval *called* 'interval run-date'.

2. To Define the so-called 'Run Schedule'

This contains one or more run-dates which is to be set in the 'Customizing'.

To use the *Recurring Journal*, the types and natures of transactions must be evaluated to suit the characteristics of the journal. The main criteria are that the account codes and amounts are the same for every posting period.

With the transactions for the creation of the *Recurring Journal*, the General Ledger Clerk will be assigned to create the *Recurring Entry Document* based on the approved requests. The *Recurring Entry Document* is associated with the interval run-date or run schedule. It is more flexible to use run schedule, especially when there is a change in the run-date or increase of the run date.

Here, the authorized person will be assigned to create and modify the run schedule. The created *Recurring Entry Document* always requires the recurring entry program to create the batch input session, which will be further processed to generate the physical posting to update G/L account, i.e. at this stage, the posted *Recurring Journal* is created.

At the last run date specified in the interval run-date or run schedule, the deletion indicator will be automatically assigned to the concerned *Recurring Entry Document*, which will later be deleted from the system with the Archiving process.

It is also possible to manually switch on or off this deletion indicator for any *Recurring Entry Document*, if the concerned *Recurring Entry Document* is no longer in use or when the run-date is extended respectively.

At any stage of the process, (e.g. after creation or after first / second postings based on the specified run-dates, etc.), the *Recurring Entry Document* can be listed, displayed or printed out for information. The header and item details in the *Recurring Entry Document* can be changed or updated when required. Any *Recurring Entry Document* can also immediately be deleted from the system without passing through the Archiving process, if the concerned *Recurring Journal* is no longer in use.

After posting, to verify the posted transactions, the referenced *Recurring Journal* can be found via the document searching menu, and the relevant *Recurring Journal* can be used to display the posted transactions and account balances. The manual standard G/L posting document can be used for any required correction of the posted recurring transactions.

The posted recurring document / transaction report is to be printed out on the monthly basis for documentation.

Note that the whole procedure for *Recurring Journals* can be performed via General Ledger or Accounts Payable; however, using General Ledger is selected as a basic operational path for this document.



Create Recurring Entry Document

With the information obtained from the person requesting the journal, the General Ledger Accountant creates *'Recurring Entry Documents'*. *'Recurring Entry Documents'* are used for transactions requiring periodic posting. These postings can be made at various time intervals with any specified run-date. When the *'Recurring Entry Document'* is posted after creation, the system stores the data without updating G/L account balances.

The *'Recurring Entry Program'* uses this posted *Recurring Entry Document* as a basis for creating posted accounting documents (*'Recurring Journals'*), i.e. the account balances are only updated when the execution of recurring entry program with batch run, during periodic processing, is performed.

To create the *Recurring Entry Document*, the following menu path is used:

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING DOCUMENT

Transaction Code: **FBD1**

Screen: *Entering Recurring Entry - Header Data (No. 0106)*

Enter Recurring Entry: Header Data

Document Edit Goto Extras Settings Environment System Help

G/L item fast entry Post with reference

Company code **1819**

Recurring entry run

First run on ?

Last run on ?

Interval in months

Run date

Run schedule

☐ Transfer amounts in local currency ☐ Copy texts

☐ Transfer tax amounts in local currency

Document header information

Document type **SG**

Reference

Document header text

First line item

PstKy Account Sp.G/L

Start | Inbox - Mi... | Microsoft ... | Exploring ... | SAP Log... | SAP Easy... | Enter Re... | 3:20 PM

Field	Description/Usage
Company Code	Enter the appropriate company code for the base/fund in which the journal is to be posted.
First Run On	Enter the first date from which the <i>Recurring Entry Document</i> is to start running. The format of entry is MM/DD/YYYY.
Last Run On	Enter the date up until which the <i>Recurring Entry Document</i> will be run inclusively. The format is .MM/DD/YYYY.
Interval in Months	Input the run frequency for the <i>Recurring Entry Document</i> (e.g. monthly, quarterly, annually). Generally, the run frequency will be monthly code 01

Field	Description/Usage
Document Type	Input the document type for G/L <i>Recurring Journals</i> which is SG.
Reference Doc.	Enter the reference number for this recurring journal.
Document Header Text	The entered text is to be applied to the document as a whole, not only on certain line item. This text is to be used if there is no text entered in the line item level, e.g. in the case of fast entry input.
Posting Key	Determines whether the account is debited or credited. Enter : 40 = Debit 50 = Credit If the G/L Fast Entry is selected, it is no need to input this field.
Account	Enter the relevant G/L account. If the G/L Fast Entry is selected, it is no need to input this field.

After completing this screen, the next step is to input the recurring transactions.

There are two ways to input the '*Recurring Journal*' Transactions a normal line item entry or G/L fast entry. Be sure to choose only one:

Using Normal Line Item Screen

Screen: Enter Recurring Entry: Create G/L Account Item (No. 1007)

Field	Description/Usage
Posting Key	Determines whether the account is debited or credited. Enter : 40 = Debit or 50 = Credit. It is possible to input the other types of posting keys as specified in the system. (e.g. 31 for vendor credit, 01 for customer debit, etc.)
Account	Enter the relevant G/L account or vendor/customer account.
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Cost Center	Enter the appropriate cost center for the line item posting.
Text	Enter the required text for the certain line item.

**Execute Recurring Entry Program**

At the end of each month, you must complete a two step process to execute the postings for the recurring entry documents that have been created. Keep in mind that when creating a recurring entry document, a template is created, but NO entry is posted to the General Ledger until this two step process is complete.

To begin this two step process and based on the created 'Recurring Entry Document' which is to be used to create the posted 'Recurring Journal', the 'Recurring Entry Program' must be executed to generate a batch input session for further processing to update the G/L accounts which then creates the posted *Recurring Journal*. Go to the following menu path:

**Menu Path: ACCOUNTING→FINANCIAL ACCOUNTING→GENERAL LEDGER
→ PERIODIC PROCESSING → RECURRING ENTRIES → EXECUTE**

Transaction Code: **F.14**

Screen: *'Create Posting Documents from Recurring Documents'*
(No. 1000)

The required input is:

Field	Description/Usage
Company Code	Enter the appropriate company code for which you want to execute the recurring entries (You may run this process for more than one company code in one session.)
Settlement Period	This date is normally the posting date of the entry or the last day of the period being closed (e.g. 11/30/99, 12/31/99, etc.)
Run Schedule	Leave this field blank. MWR/VQ will not be using run schedules for recurring journals.

Batch Input Session Name	Enter a unique name for your session. You will need to remember the session name in order to execute the batch process, so name the session with a name that helps you identify your company code, month, name etc. For example, you might name your session "Seattle-Nov; or Jax-Dec; or Recur-Jax03." Make it easy on yourself.
User Name	Enter the log-in user name for reference, which will be used as selection criteria.
Blocking Date for BI (Batch Input) Session	Enter the earliest start date for executing the <i>Recurring Journal</i> . This is to control that there is no execution of the <i>Recurring Journal</i> before the specified date.

**Running the session**

The system will prompt you that your session has been created. NOW, you must run the session!

Use the following menu path:

SYSTEM>SERVICES>BATCH INPUT>SESSIONS

Transaction Code: **SM35**

Batch Input: Session Overview

Session Edit Goto Utilities System Help

Analysis Process Statistics Log Recording

Selection criteria

Sess.: * From: To: Created by: *

New Incorrect Processed In processing In background Being created Locked

	Session name	Created by	Date	Time	Lock date	Authorizat.	Status	Transact.
<input type="checkbox"/>	8292-DEP	HQ_P657F14	08/16/2001	13:19:04		HQ_P657F14	Processed	1
<input type="checkbox"/>	8172-DEP	HQ_P657F14	08/16/2001	13:18:45		HQ_P657F14	Processed	6
<input type="checkbox"/>	8034-DEP	HQ_P657F14	08/16/2001	13:18:30		HQ_P657F14	Processed	1
<input type="checkbox"/>	8019-DEP	HQ_P657F14	08/16/2001	13:18:05		HQ_P657F14	Processed	1
<input type="checkbox"/>	1292-DEP	HQ_P657F14	08/16/2001	13:17:15		HQ_P657F14	Processed	5
<input type="checkbox"/>	1292-DEP	HQ_P657F14	08/16/2001	13:16:17		HQ_P657F14	Processed	24
<input type="checkbox"/>	1287-DEP	HQ_P657F14	08/16/2001	13:15:58		HQ_P657F14	Processed	73
<input type="checkbox"/>	1176-DEP	HQ_P657F14	08/16/2001	13:15:29		HQ_P657F14	Processed	3
<input type="checkbox"/>	1034-DEP	HQ_P657F14	08/16/2001	13:15:14		HQ_P657F14	Processed	34
<input type="checkbox"/>	1019-DEP	HQ_P657F14	08/16/2001	13:11:13		HQ_P657F14	Processed	25
<input type="checkbox"/>	RABUCH	DPENNOCK	07/10/2001	13:19:11		DPENNOCK	New	3

QA1 (1) (100) mwrsap1 INS 13:41

Click the radio button next to the session you wish to run. Click the radio button for “Processing”



Process Session RABUCH

Run mode

☐ Process/foreground

☒ Display errors only

☐ Background

Destination

Additional functions

☐ Extended log

☐ Expert mode

☐ Dynpro standard size

Process

Ensure that “Dynpro standard size” is NOT selected. Ensure that the “Display Errors Only” radio button is filled in.

Display Errors Only: This is to be used when the batch run is in error session and the batch can be rerun for only the error transactions and the errors can be fixed and posted.

When the session has run error free, a message will appear stating that the batch has been processed successfully.

To view the actual postings to the General Ledger, go to:

Menu Path: ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL LEDGER>DOCUMENT>DISPLAY>LIST

Enter the appropriate company code. **Enter** the Document Type “SG” – the recurring document type. **Enter** the Posting Date (the date that you indicated the entry should be posted when you created the recurring document, usually the last day of the month)

Click the Execute Icon .

The actual FI documents will be listed. Note the number range (15XXXXXXXX) of the documents. Remember when you created the template for the recurring entries, the number range was 95XXXXXXXX. Actual posted recurring entry journals have a number range of 15XXXXXXXX.

If you double click on each document, you can “drill-down” to view the actual entries that were posted to the general ledger.

Note: You may run this process at any time of the month, and you may run it multiple times if it is determined that an additional recurring entry document has been created after the execution process is correct. Running the process more than once during an accounting period will NOT result in duplicate entries! The system will ONLY create the recurring entry journal once for each period for each individual entry template.



Update/Change Recurring Journal

IT may be necessary to change items on the Recurring Entry Document after it has been created or executed. You CANNOT add any line items. Also note that the update/change can be made to Header and Item data.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → REFERENCE DOCUMENTS → RECURRING DOCUMENT → CHANGE

Transaction Code: **FBD2**

Screen: *Change Recurring Document - Initial Screen (No. 0100)*

Input the Company Code, Fiscal Year and the *Recurring Entry Document* Number to be changed/updated.

Screen: *Change Recurring Document - Overview (No. 0700)*

To change the Header data, select **VIEW → RECUR.ENTRY DATA**

Screen: *Change Recurring Document: Recurring Entry Data*

The following data can be changed at this stage:

Last run on	Run schedule
Next run on	Deletion indicator
Interval in Months	No. of runs
Run date	

The changed Header data can be saved after being changed.

Then the *Item Data* can be changed by selecting (by double-clicking on it) the required item, the change can be made for Amount, Cost center, and other available items. The changed Item Data will be saved together with the document.



Note: The G/L account cannot be changed. The changed line items together with the changed document **can** be saved without balancing.



**Automatic Deletion Indicator Set in *Recurring Journal*
(i.e., Manually Flag a Recurring Entry Document for Deletion)**

The *Recurring Entry Program* automatically flags the concerned *Recurring Entry Documents* for 'Deletion' after the last run of the *Recurring Entry Document*. The system thereby indicates that those *Recurring Entry Documents* are not to be used again. The 'Deletion Flag' can also be set manually.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING
DOCUMENT → DOCUMENT → CHANGE**

Transaction Code: **FBD2**

Screen: *Change Recurring Document - Initial Screen (No. 0100)*

Input the Company Code, Fiscal Year and the *Recurring Entry Document* number to be changed/updated.

Screen: *Change Recurring Document - Overview (No. 0700)*

VIEW → RECUR. ENTRY DATA

Screen: *Change Recurring Document: Recurring Entry Data*

At the field of 'Deletion Ind', the indicator can be manually flagged to indicate the deletion of the specific *Recurring Entry Document*. Then all the *Recurring Entry Documents* with the *Deletion Indicator* will be deleted from the system via Archiving process.



Display / List / Print Recurring Entry Document

The 'Recurring Entry Document' can be displayed at any stage of the process, providing that the document is not yet deleted via the Archiving process.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING
DOCUMENT → DOCUMENT → DISPLAY**

Transaction Code: **FBD3**

Screen: *Display Recurring Document Overview (No. 0700)*

Field	Description/Usage
Document Number	Enter the required <i>Recurring Entry Document</i> number.
Company Code	Enter the desired company code for the base/fund in which the recurring document was posted.
Fiscal Year	Enter the fiscal year of the document.

Press 'Enter' to display the document.

Screen: *Display Recurring Document Overview (0700)*

The screenshot shows the SAP 'Document Overview' window. The title bar reads 'Document Overview'. The menu bar includes 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. The toolbar contains various icons for document actions. Below the toolbar, a status bar shows 'Tax data'. The main content area displays document details for a 'Recurring journal' document type. The details include: Doc. number 9500000000, Company code 1353, Fiscal year 2001, Doc. date 08/07/2001, Posting date 08/07/2001, Period 11, Ref. doc. DAR 0022A, Doc. currency USD, and Doc. head. text Joe Sample Vehic. Below this, a table lists the document items.

Doc.type	SG (Recurring journal) Recurring entry document						
Doc. number	9500000000	Company code	1353	Fiscal year	2001		
Doc. date	08/07/2001	Posting date	08/07/2001	Period	11		
Ref.doc.	DAR 0022A						
Doc.currency	USD						
Doc.head.text	Joe Sample Vehic						

Item	PK	S	Account	Account short text	Cost ctr	Order	Assignment
1	40		251000	UNEARNED INCOME			555-55-5555
2	50		502000	RENTAL REVENUE	2200		

To view the Header data, select **EXTRAS → DOCUMENT HEADER**

Screen: *Display Recurring Document: Recurring Entry Data.*

Document type	SG	Recurring journal	
Doc.header text	Joe Sample Vehicle Storag		
Reference	DAR 0022A	Document date	08/07/2001
		Posting date	08/07/2001
Currency	USD	Posting period	11 / 2001
Ref. procedure	BKPF	Accounting document	
Reference key	950000000013532001	Log.System	DU2_200
Entered by	HQ_P657F10	Transaction	FBD1
Entry date	08/07/2001	Time of entry	09:35:16
Changed on		Last update	
Parked by			
Doc.status	D		

The Header data for the *Recurring Entry Document* is shown.

The overview of the *Recurring Transactions* is shown by items and the details by item can be displayed for the selected line item.

List and print the '*List of Recurring Entry Documents*'

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → RECURRING ENTRIES → LISTS

Transaction: **F.15**

Screen: *Recurring Entry Documents (No. 1000)*

With any criteria entering into this screen, the system is to provide the '*List of Recurring Entry Documents*' as specified in the selected criteria. The only mandatory field is '*Display G/L Accounts*'. Some other (optional) criteria are:

- Company Code
- Fiscal Year
- Posting Date

- Start Date
- End Date
- Run Schedule
- Deletion Indicator

To print out the '*List of Recurring Entry Documents*', use the menu: **LIST → PRINT**.

Then in the screen: *Print Screen List (No. 0100)*, execute: **OUTPUT → CONTINUE**.

The '*Spool Request Number*' is shown for the information of printing..



Check Posted Recurring Transactions with/without Manual Correction

The following process can be performed to ensure the correct posting of transactions after the complete posting of recurring entries. There is no other information from the system regarding the generated accounting document from the posted recurring transactions.

1. *Checking the Accounting Document Generated from the Posted Recurring Transaction.*
ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY

Transaction code: **FB03**

Screen: *Display Document - Initial Screen (No. 0100)*

Input the Company code and Fiscal Year, then execute: **DOCUMENT → LIST**.

The screenshot shows the SAP 'Document List' screen. The top menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The main area contains several input fields and selection options:

- Company code:** 1287
- Document number:** (empty)
- Fiscal year:** (empty)
- General selections:**
 - Document type: (empty)
 - Posting date: (empty)
 - Entry date: (empty)
 - Reference number: (empty)
 - Reference procedure: (empty)
 - Reference key: (empty)
 - Logical system: (empty)
- Also display noted items:** ☐ Display noted items
- Search for own documents:** ☐ Own documents only

The status bar at the bottom indicates 'QA1 (1) (100)' and 'mwsap1 | INS | 10.41'.

The screen: *Document List (No. 1000)* is shown.

Input the *Fiscal Year and Document Type (= SG)* and select '*Dynamic Selection*'. Input the required *Recurring Entry Document Number* and save the input, then execute the system and the accounting document for the concerned posted *Recurring Journal* is shown. After executing the displayed accounting document, the posted accounting transactions will be displayed for verification.



NOTE: If there is NO field for *Recurring Journal Document Number* after '*Dynamic Selection*', select - '*New Field Selection*' and switch on the *Recurring Entry Document* and '*Save*' the selection, then the field for the '*Input Of Recurring Document Number*' is shown.

2. *Checking the G/L Account Balance of the Posted Items.*

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
ACCOUNT → DISPLAY/CHANGE LINE ITEMS**

Transaction Code: **FBL3N**

Screen: *Display G/L Account - Line Item Screen (No. 0120)*

Input the G/L Account and Company Code with switching on the '*Open Items*' and execute. Then the G/L transaction(s) with referenced *Recurring Journal*, as listed in (1) above, is displayed for checking.

After performing the two steps, if there is a requirement for correction of the posted recurring transactions, a manual standard G/L transaction can be created for the correction, by using the following menu path:

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → G/L ACCOUNT POSTING**

Transaction Code: **F-02**

Screen: *Enter G/L Account Posting - Header Data (No. 0100)*

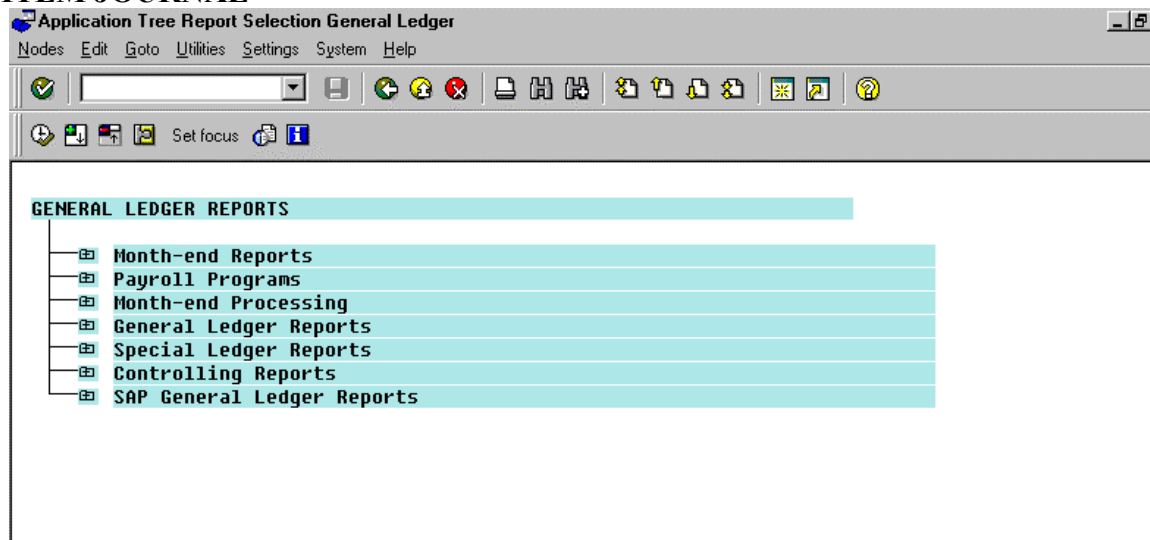
The correction entries are to be made with final verification.



Print Out *Recurring Journal* Reporting

After completing the whole posting process of *Recurring Journal*, the '*Report For Posted Recurring Journal*' with transactions can be printed out for filing and documentation.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → INFO SYSTEM → REPORT SELECTION → GENERAL LEDGER REPORTS → ACCT BALANCES AND LINE ITEMS → LINE ITEM JOURNAL



Screen: *Line Items Extract (No. 1000)*

Input the Company Code, Fiscal Year and select '*Dynamic Selection*'.
Input "SG" in the Document Type, Save. Choose data selections.

Choose data source

Database

☒ Use database

Archives

☐ Use archives

Choose archive

All archiv.(on/off)

☒ All archives

☒ Convert at read

Archive chosen: 6

- 001095-001FI_DOCUMNT
- 001173-001FI_DOCUMNT
- 001748-001FI_DOCUMNT
- 002051-001FI_DOCUMNT
- 002052-001FI_DOCUMNT
- 002053-001FI_DOCUMNT

Object **FI_DOCUMNT** Financial accounting do

Check the Use Database radio box, uncheck Use Archives, then enter or hit the green checkmark.

Execute the system. The accounting document for the concerned posted *Recurring Journal* is shown.



NOTE: If there is no field for *Recurring Journal* document number in 'Dynamic Selection' Select – 'New Field Selection' and switch on the *Recurring Entry Document* and save the selection, then the field for the input of recurring document number is shown.

To create spool printing of the accounting document, execute the **LIST → PRINT** and then **OUTPUT → CONTINUE**.



Delete Recurring Entry Document

When the *Recurring Entry Document* is not used before the last run date as specified at the creation time or in the run schedule, such *Recurring Entry Document* can be manually

flagged for deletion and deleted from the system. The document must be flagged for deletion before this process can be done.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT → REFERENCE DOCUMENTS → RECURRING DOCUMENT →
DELETE**

Transaction Code: **F.56**

Screen: *Delete Reference Documents (No. 1000)*

Company codes: [] to []

Document numbers: [] to []

Fiscal years: [] to []

Reference document type: [D]

☒ Test run

DV2 (1) (200) mwsap5 INS 16:16

Input the Company Code, Fiscal Year and the Recurring Document Number to be deleted.

In the first run, switch on the 'Test Run' and run the program to generate a list of the documents, which will be deleted. At 'Test Run', the system will not really delete the specified documents.

After ensuring that the 'List of To-Be Deleted Documents' is correct, then the 'Test Run' is to be switched off and the program can be executed for deletion.

The *List Of Deleted Documents* can be printed out for documentation by executing: **LIST → PRINT** and then: **OUTPUT → PRINT**.

Payroll

The processing of payroll and transmitting to the ADP Payroll Processor will continue to be a function of the field. The payroll technician will continue to process payroll to ADP as usual.

Much of the 'posting payroll general ledger process' will become a centralized function of HQ. Entry of Payroll data received from ADP into SAP will be done **ONLY** at HQ.

The base level accounting office will still be responsible for inputting data into the ADP system. However, the completed files from ADP will now go to HQ rather than the base accounting office. HQ personnel will load the check and summary files into SAP. A hard copy of the information will continue to be included in the payroll information received each payday from ADP.

The base level accounting office will be able to view the posted payroll summary document in SAP. However, the document will not include check detail. Instead, the document will consist of one large G/L entry into the 101005 account.



View the G/L Posted Payroll Summary Document

See instructions for "Display Manual G/L Posting Document". All Payroll Documents will have a document type of '**IP**'.

Helpful Hints

Helpful Information

- ◆ When some entries are performed, and you wish to view all the entries, select: **GO TO → DOCUMENT OVERVIEW** and the overview screen for all entered items is shown. To view each line item with the opportunity to change the item, select: **GO TO → CHOSEN ITEM** or '*First*' or '*Previous*' or '*Next*' or '*Last Items*', then the entry screen is shown again. The G/L Fast Entry can also be used.
- ◆ After the item details are completed from any of the above optional entries, select: **DOCUMENT → SIMULATE**
- ◆ After simulation, the entries can be changed by selecting the item and choosing: **DOCUMENT → RESET**. Then the entry can be changed and the document is to be re-simulated.

The document overview shows up with all the entries after simulation. The message for unbalanced entries is shown if the total debits and credits are not equal. Additional transactions can be done after simulation and the deletion of any line item can also be done by selecting: **EDIT → DELETE ITEMS**.

The complete document can then be posted with the assigned accounting document number. The document numbers used are dependent on the document type specified in the header information of the document.

An incomplete or unfinished document can be saved without posting. This is called a '*Parked Document*'. To do this, use the following menu in this screen: **DOCUMENT → PARK DOCUMENT**. (Note that the document cannot be parked directly after simulation if it is not first reset).

Then the message describes that the document is already parked and provides the accounting document number.



NOTE: Such a document is not yet posted even though the document number is already assigned and that the parked document must be done prior to simulation.



Recall a Parked Document for Review and/or Posting

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → PARKED DOCUMENT → POST/DELETE

Transaction Code: **FBV0**

Screen: Post Parked Document - Initial Screen (0100)

The required inputs are:

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted. Currently, only one company code exists to represent both MWR and VQ: 2000 = MWR (and VQ)
Document Number	Enter the required parked document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as 'YYYY'.

After confirming the entered inputs, the input transactions of the parked document are shown.

Screen : Post Parked Document - Overview (0700)

Transactions on this screen can be added/changed/deleted and the G/L Fast Entry functionality can still be used.

To go to header data, select: **GO TO → DOCUMENT HEADER** and all data, except 'Company Code' and 'Currency/rate' can be changed.

After completing, the input data can be checked whether it is correct and ready to be posted by selecting: **DOCUMENT → CHECK.**

The message 'Check Successful' is shown for possible posting, *OR* there is a requirement to correct the document(e.g., unbalancing). To post the document, select: **DOCUMENT → POST.**

Then the message is shown that informs the user that the document is posted and the document number used.

NOTE: The document number is the old-parked document number and there is no requirement for simulation in this process.
--



Display Manual G/L Posting Document

The posted or parked documents can be called up from the system for display at any time.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT → DISPLAY**

Transaction code: **FB03**

Screen: Display Document - Initial Screen (0100)

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Document Number	Enter the required parked document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as 'YYYY'.

Entering the inputs and press 'Enter'. The document overview is shown:

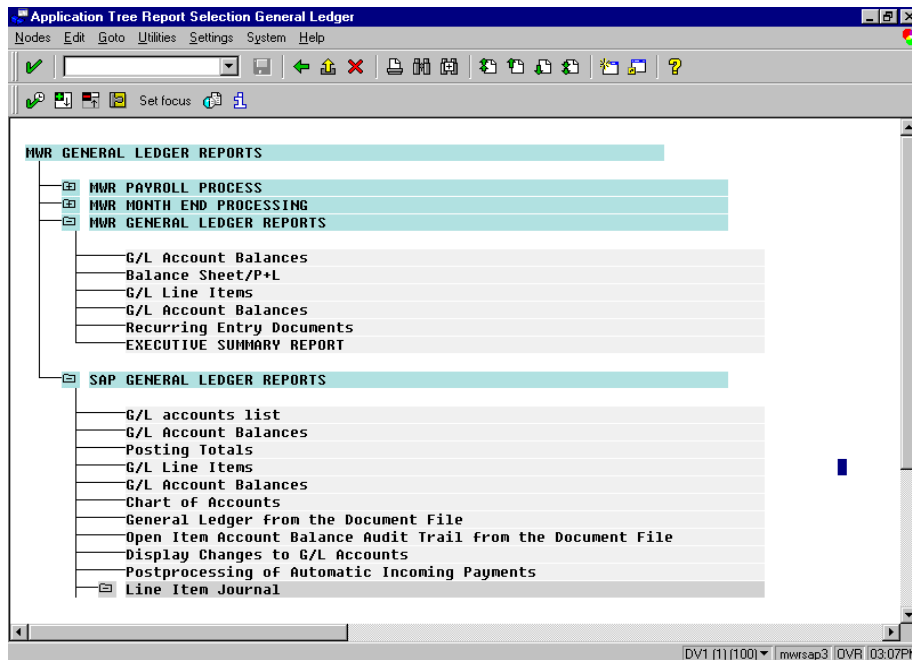
Screen: Display Document - Overview (0700).

To display the *Header Data*, select: **EXTRAS → DOCUMENT HEADER.**

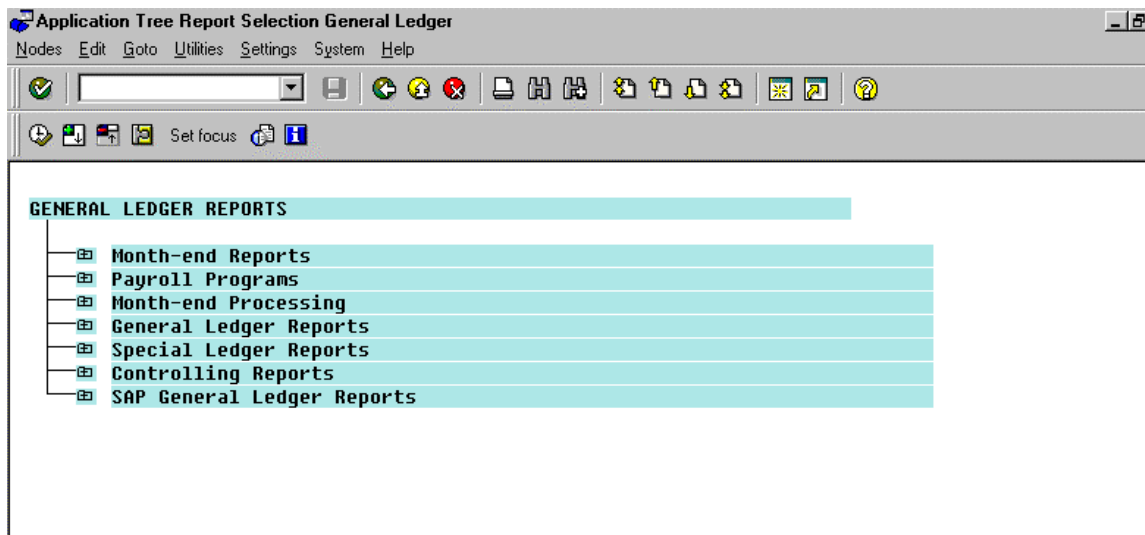
To display the *Line Item*, position the cursor on the line item you would like to view then select: **GO TO → DETAILS** and the details of the selected items are shown.


General Ledger Reporting

The GL reports are available from a reporting tree within the Accounting system. The menu path to access the reporting tree is:



ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → INFORMATION SYSTEM → REPORT SELECTION



Click on the **EXPAND SUBTREE** icon  to view all available reports.

Once the report tree has been expanded, select the desired report by double clicking on the report name. The following screen will appear for additional criteria.

Recurring Entry Documents

Program Edit Goto System Help

Company code [] to [] [Go]

Document number [] to [] [Go]

Fiscal year [] to [] [Go]

General selections

Posting date [] to [] [Go]

Reference number [] to [] [Go]

Technical settings

☐ Read items sequentially

Further selections

CPU date [] to [] [Go]

Entered by [] to [] [Go]

Valid from [] to [] [Go]

End date [] to [] [Go]

Run schedule [] to [] [Go]

Deletion indicator [] to [] [Go]


☒ Non-filled documents

☐ Documents from next run

Calculation period [] [Go]

☒ Customer accounts

DV1 (11) (100) | mwrsp3 | DVR | 03:56PM

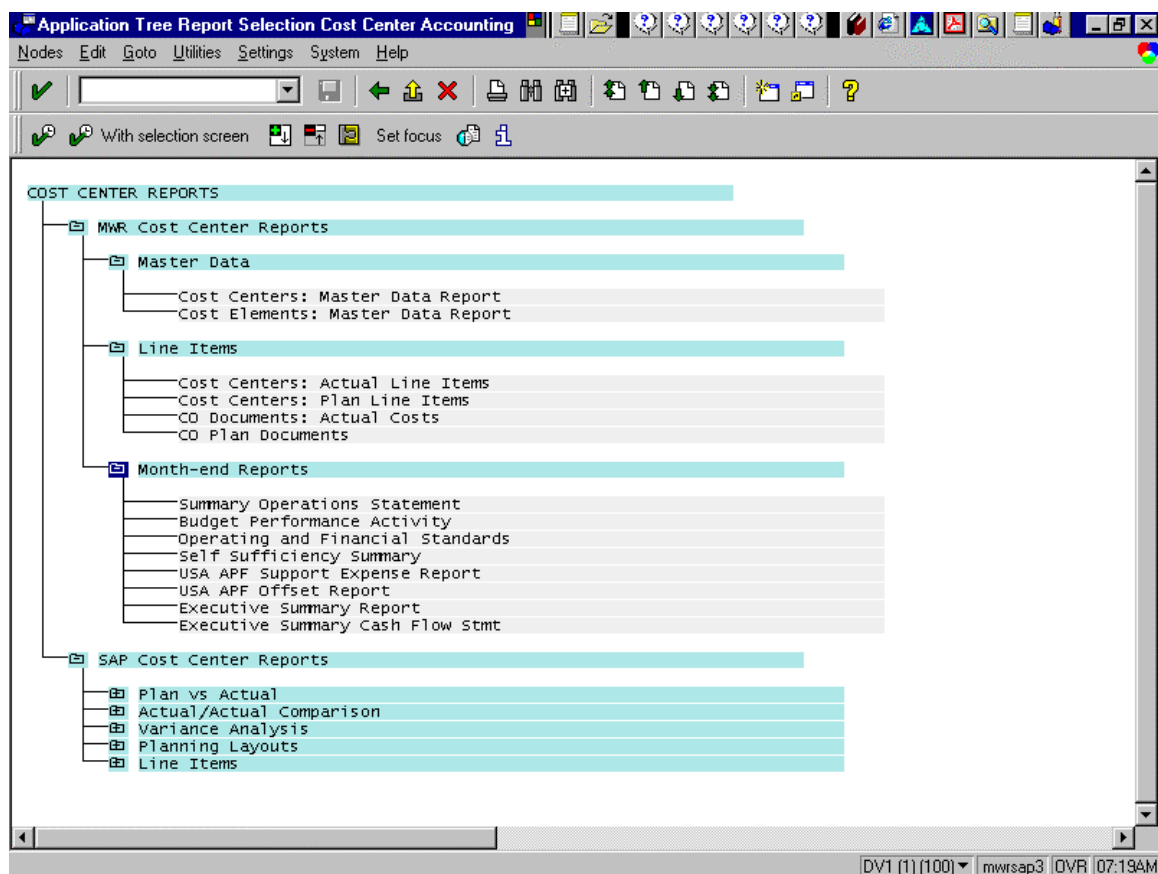
Complete the Company Code and other additional inputs of choice. After all selection criteria are complete, click on the Execute icon 



CO Module Reports

The CO reports (P&L) are available from a reporting tree within the Accounting system. The menu path to access the reporting tree is:

**ACCOUNTING → CONTROLLING → COST CENTERS → INFORMATION
SYSTEM → REPORT SELECTION**





Reporting

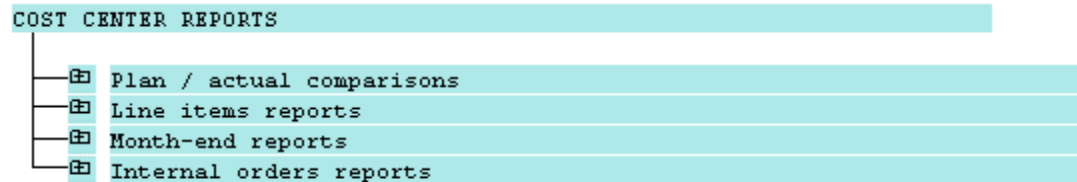
NOTE: The Controlling module provides the most flexible reporting for business income and expenses as well as planned/budgeted amounts. For a detailed breakdown of cost center and cost center groups, reporting must be done in the Controlling module.

The MWR/VQ Controlling reports can be found through the following menu path:

**ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING >
INFORMATION SYSTEM > REPORT SELECTION**

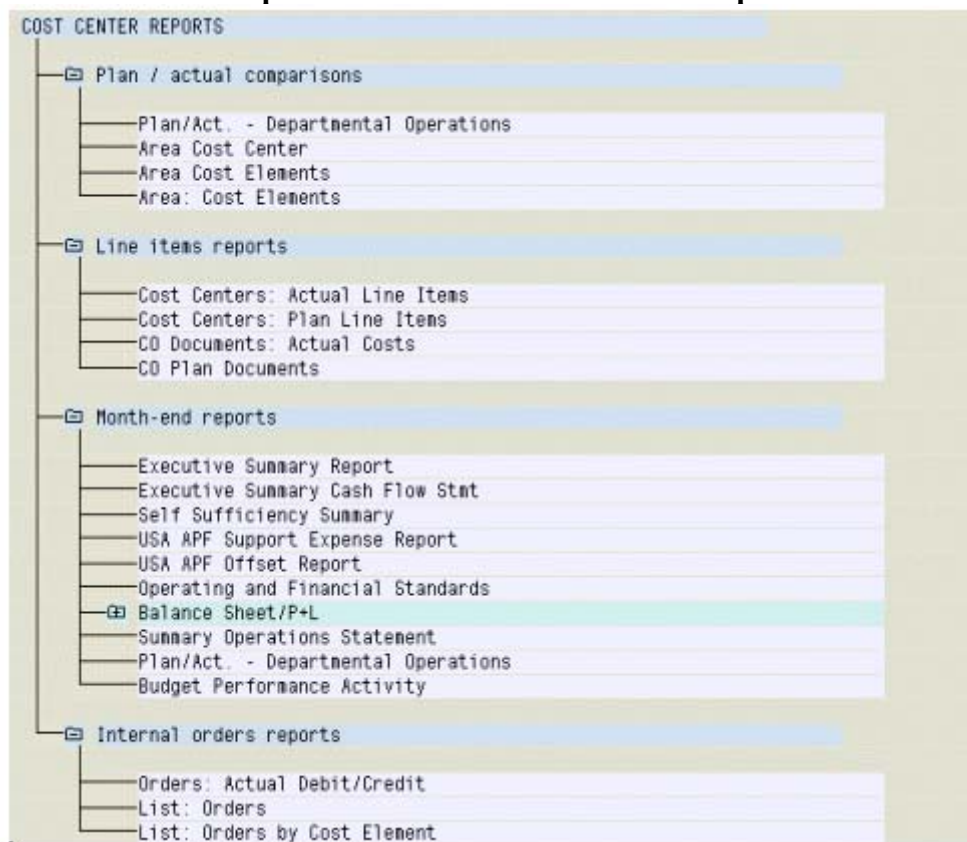
Transaction Code: **KSBB**

The following report tree will be displayed.



Click on the expand button  to view all available cost center reports.

This is the expanded view of the Cost Center Report Tree



Select the desired report by double clicking on the description. Once the report has been selected the selection criteria screen will come into view.


The selection criteria screen will vary according to the type report selection requested.

The following is an example of a report to view for DAR postings.

1. Double click on the report '*Cost Center Actual Line Items*' the selection criteria screen will be displayed.

2. Always enter either a cost center or a cost center group to view.
3. Enter the desired posting dates.
4. Click on the Further settings command button and the following window opens.

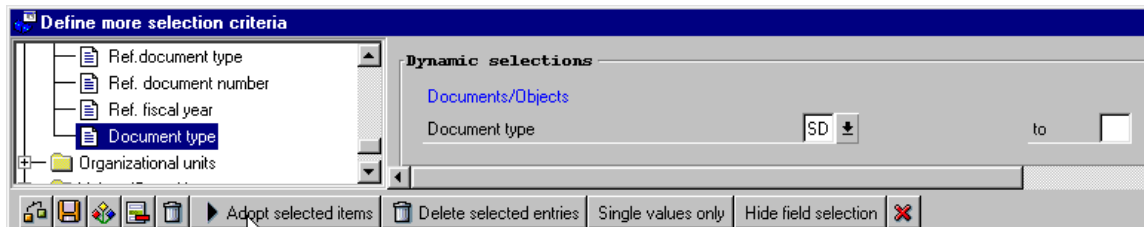
This window gives you the option of limiting the number of hits as the system processes the data. Be aware of this limitation as it will affect the number of line items that are displayed on the screen.


5. Click on the further selection criteria push button .

The following window will display.



6. We are going to look at DAR information. That is a document, so expand the Documents/Objects folder to open the following screen. Scroll down to Document Type and click the command button labeled Adopt selected items.



7. Type SD in the document type input field under the Dynamic Selections window. SD is the document type for DAR's. Click the Save icon . The screen will return to the original selection criteria screen.

8. Click the Execute icon .

Display variant /MWR1 MWR Cost Center Line Item Display
Cost center 312 GENRLFUND WS DRCTR
COarea currency USD US Dollar

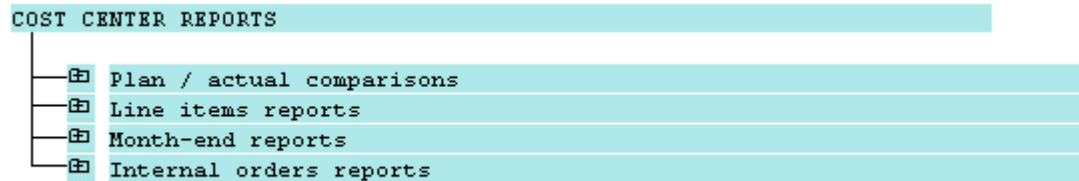
CoCd	Cost elem.	Cost element name	DocT	Postg date	Value COCurr	Cost ctr
1287	569000	OTHER REVENUE	SD	12/23/1999	139.89-	312
1287	569000	OTHER REVENUE	SD	12/23/1999	114.00-	312
1287	569000	OTHER REVENUE	SD	12/28/1999	50.00-	312
1287	569000	OTHER REVENUE	SD	12/29/1999	22.20-	312
1287	569000	OTHER REVENUE	SD	12/29/1999	145.14-	312
1287	569000	OTHER REVENUE	SD	12/29/1999	24.75-	312

The excerpt from the report only shows the document type selected, DAR's (Document Type SD). If you wished to see all the postings, not limiting the report to just DARs, you would not access the "Further Selection Criteria" window.

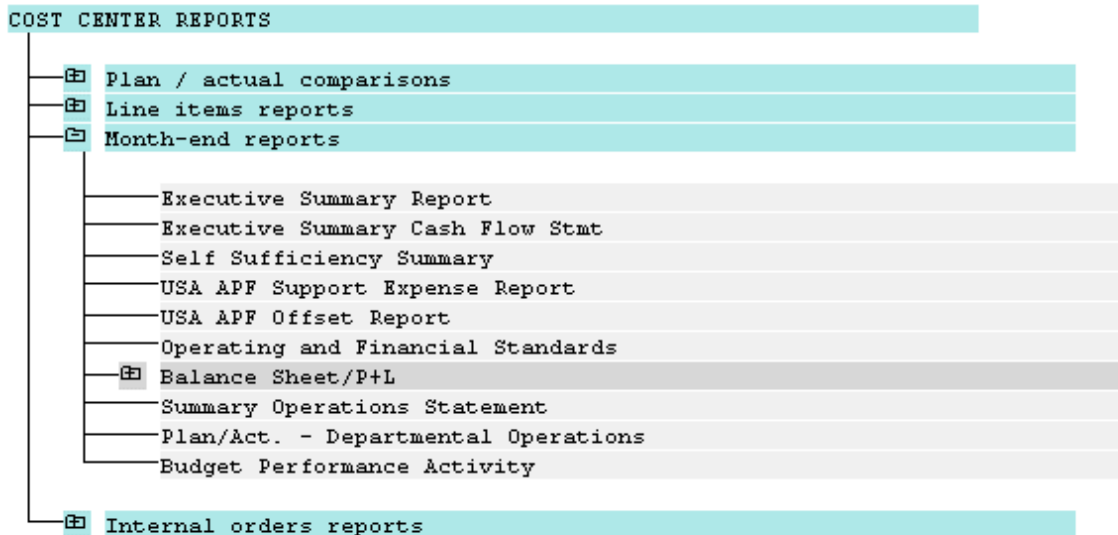
The following is an example of the Summary Operations report, which is a Report Writer report, available within the Controlling module.

ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING > INFORMATION SYSTEM > REPORT SELECTION

The following report tree will be displayed:



Each item on the report tree has an individual folder icon attached to it that allows the user to expand that part of the report tree. Click on the icon just to the right of Month-end reports. This will expand the report tree to show the following:



1. Double click on the line description that says ‘**Summary Operations Statement**’.

The following selection criteria screen will be displayed.

The screenshot shows a selection criteria screen with two main sections: "Selection values" and "Selection sets".

- Selection values:** Contains three input fields:
 - Fiscal Year: 2000
 - Period: 5
 - Company code: 1287
- Selection sets:** Contains two input fields for "Cost center group" and "Or value(s)", followed by a "to" label and another input field. A button with a right-pointing arrow and three dots is located to the right of the second input field.

2. Ensure the fiscal year and period selected corresponds to the desired report output.
3. Enter the Company Code and Cost center group for data. In this example the report will be executed from the top reporting hierarchy node for 'MWR NAS Jacksonville 1034-101'

The screenshot shows a window titled "Summary Operations Statement: Selection". The window has a menu bar (Program, Edit, Goto, Environment, System, Help) and a toolbar with various icons. Below the toolbar, there are three buttons: "Output parameters...", "Data source...", and "Extract parameters...".

The main area of the window contains two sections: "Selection values" and "Selection groups".

- Selection values:** Contains two input fields:
 - Fiscal Year: 2000
 - Period: 8
- Selection groups:** Contains two input fields for "Cost center group" and "Or value(s)", followed by a "to" label and another input field. A button with a right-pointing arrow and three dots is located to the right of the second input field.

You will notice on the Application Toolbar, a command button icon called "Output parameters". The resulting window is new in version 4.6 and is shown below.

Additional Entries: Output Parameters

Date to read master data

☒ System date

☐ Fixed value

Output medium

☒ Screen or printer: ☐ Transfer data to EIS

☐ Screen or departmental printer ☐ Send mail

☐ File name ☐ No output

☐ Microsoft Excel via DDE connection

User-specific dialog settings

General settings

☒ Print page formatting

☒ Display icons

☒ Freeze lead column

Navigation

☒ Navigation with Control

☒ Display navigation bar

☒ Send confirmation prompt

Default settings for options

☐ Save settings

☐ Create extract

Office integration

☒ Inactive

☐ Microsoft Excel

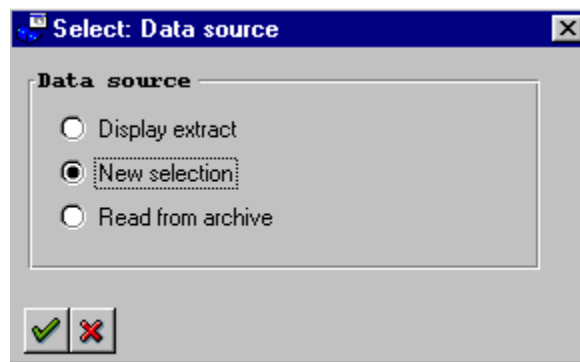
☐ Lotus 123

☒ Worksheet protection


This new ‘Additional Entries: Output Parameters’ screen allows additional settings to be stored in the user’s master record and these settings will affect all the subsequent reports. One of the most important settings in this window is listed under the Navigation section. By clicking these two items, the system will enable the use of new controls that allow a quicker way to navigate between the report results.

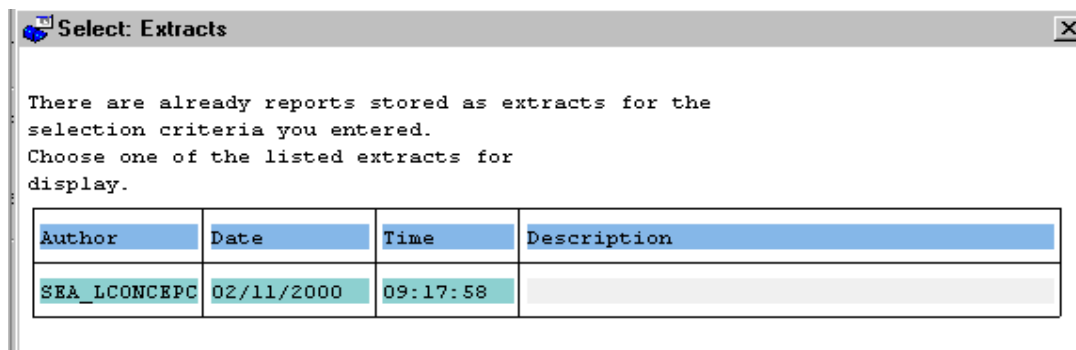
Notice the section under the general category of “User-specific dialog settings” labeled General settings. Pay particular attention to the checkbox titled “Print page formatting”. By keeping this checked, and if you decide to print from the screen view of the resulting report, the headers and page breaks will be positioned correctly. If this checkbox is left unchecked and you decide to print from the screen view, no headers will appear on any pages except the first and the page breaks will not be formatted correctly.

4. The system will use a previous extract if one exists that meets the criteria. To ensure that new data is used for your desired report, click the Data source command button and a window appears allowing the following choices:



Check the “New selection” radio button and then click on the Green arrow to return to the previous screen.

5. Click the execute button .
6. If you had checked the “Display extract” radio button on the Select: Data source window, then by clicking the Green arrow, the system would check to see if an extract that meets the criteria had been previously saved causing the following window to appear.



7. Double click on the line item and the system will retrieve the stored report. The report will be displayed in one of two ways depending on whether the new **Display Navigation Bar** and **Navigation with Control** checkboxes were enabled. The first display shown below is with these new controls checked.

Summary Operations Statement: Selection

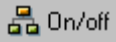
Report: ZVK/ZC06A
Name: HQ_P657F2
SUMMARY OPERATIONS ST
Period: 5, 200

Cost Center or Group: 92
BAMBINO'S FOOD

	CURRENT MONTH
Resale Revenue	43,173.20
Cost of Goods Sold	16,617.77
* Gross Profit & Loss	26,555.43
501000 PROGRAM REVENUE	
569000 OTHER REVENUE	46.89
* Other Department Revenue	46.89
601000 SALARIES & WAGES	24,306.59
601001 PAYROLL OVERTIME EXPENSE	131.01

Messages are defined | SB1 (1) (100) | mwrsp4 | INS | 12:47

This new structure of the report process is a powerful time saving tool. By clicking on the various tree nodes, the report instantly changes showing the new variants of data and using the previous report formatting. If however, you would rather view the report with a full

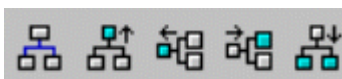
screen, merely click the  command button located on the right side of the application toolbar. The report will then be shown as it has been in the previous version of SAP as shown below.

Report: ZVK/ZC06A
Name: SEA_LCONCEPC
Summary Operations Statement
Period: 4/2000

Cost Center or Group: 1287-101
Company Code: 1287
COMNAVREG, NW
MWR COMNAVREG, N.W.

	CURRENT MONTH	% OF REV	CURRENT YTD	% OF REV
Resale Revenue	504,513.71	100.0	2,211,833.00	100.0
Cost of Goods Sold	253,416.18	50.2	962,668.07	43.5
* Gross Profit & Loss	251,097.53	49.8	1,249,164.93	56.5
501000 PROGRAM REVENUE	975,313.09		3,968,089.77	
502000 RENTAL REVENUE	52,249.58		149,416.84	
532000 DUES				
569000 OTHER REVENUE	15,934.37		107,520.87	
569001 ADVERTISING REVENUE			500.00	
571000 COMMERCIAL SPONSORSHIP REVENUE	2,300.00		2,300.00	
591000 LEISURE TRAVEL COMMISSIONS			116.13	
592000 AMUSE/VEND MACH	2,078.45		11,100.08	
594000 OTHER COMMISSIONS	5,200.50		8,618.88	
* Other Department Revenue	1,053,075.99		4,247,662.57	

- The following icons can be used to access underlying variations of reports, if desired



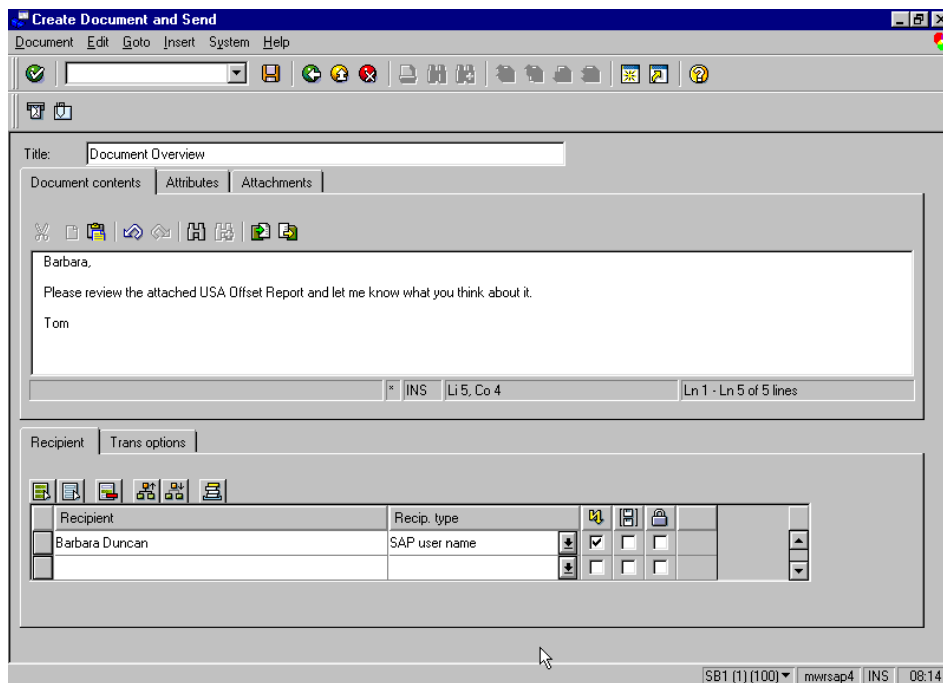
The up, down, right, left arrows help to maneuver one level at a time to drill down or across the nodes to arrive at the desired reporting level.



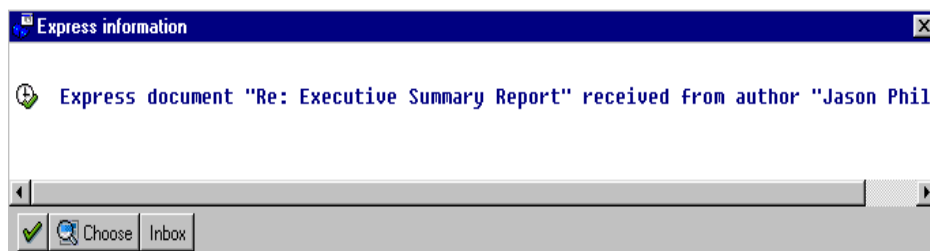
SAP Internal E-mail System

When a report is generated, it may be sent to anyone on the SAP AIMS system. This may be accomplished by using the SAP internal E-mail function. By clicking on the “send mail” icon, the system will automatically bring up the SAP message screen.

The report is attached to the E-mail. Enter a message to be sent along with the report and identify the one or more recipients that are to receive the E-mail.

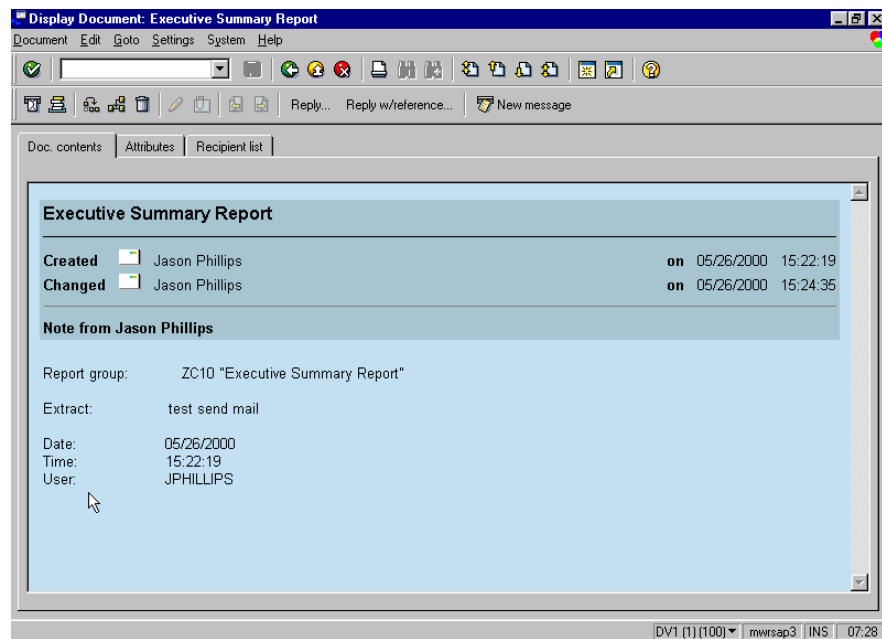


In order for the system to notify the recipient(s) of the e-mail, the Express mail checkbox must be checked. This checkbox is labeled with the yellow lightning bolt. The next time the intended recipient performs a function within SAP, a popup window will appear.

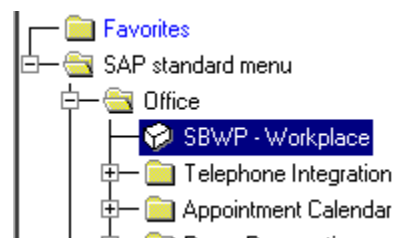


To read the e-mail and access the attachments, first, double click on the Express Document description on the “Express information” notification window.

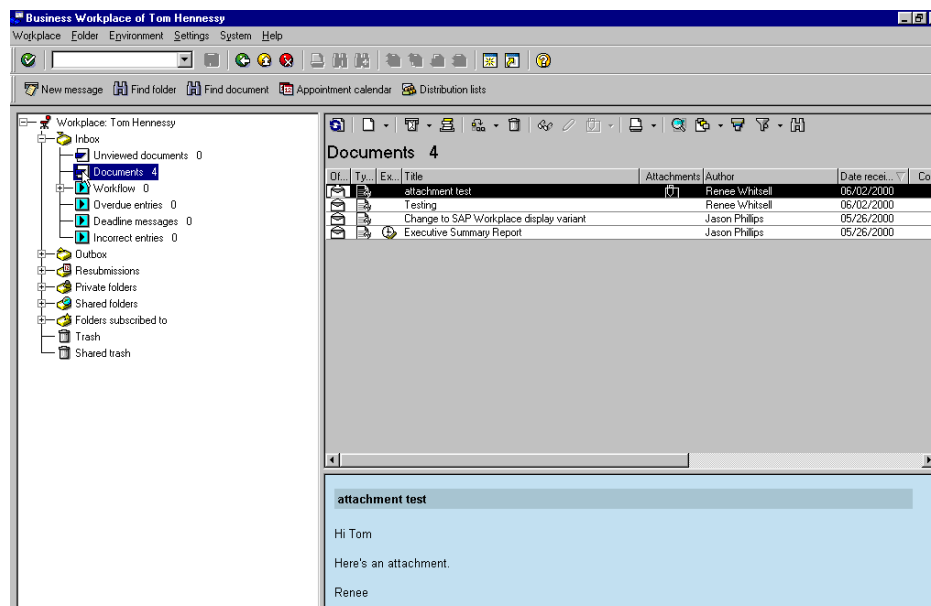
To open the report that is attached to an e-mail, you may execute the report from the Document selection pull-down menu using the path: **Document > Execute**.




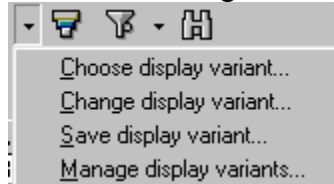
As an alternative method of opening the report attached to the e-mail, go to the SAP workplace screen using the menu path from the opening screen tree.



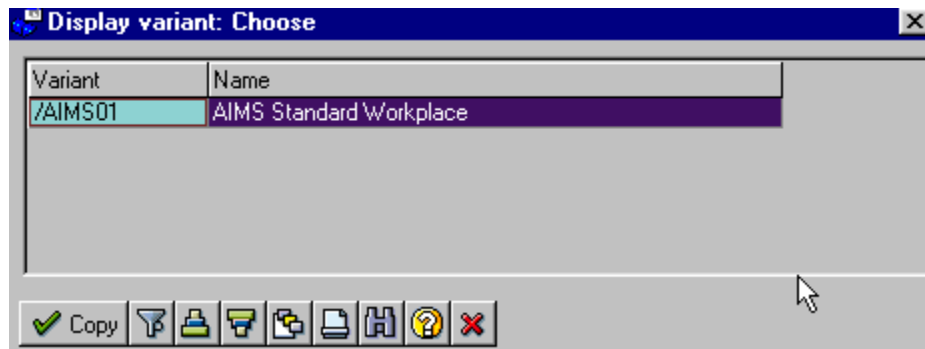
This will open the Business Workplace and by clicking the Inbox, you see the incoming documents.



If the display on the right side of this window does not include a column labeled Executable, the display variant has to be changed to open this column. Click the 'Display variants' pushbutton on the application toolbar . Using the dropdown arrow will




allow you a number of choices. Click on the **Choose display variant** and the following window will give you a choice of the display variants to use.



Click on the Green arrow Copy pushbutton and the variant will now be applied to the Documents window display. Double click on the icon in the Executable column on the row where the report is located.

This will bring up the report that was attached and the recipient is able to do the same drill down, detail analysis, sorting, subtotals, and other functionality as the original user.

In some cases, the user may wish to send the document to an individual that does not have access to the SAP AIMS system. The report may be exported to an Excel spreadsheet by

using the  icon or executing the Export selection from the Report Pull-down menu.

Export To Presentation Server

Output medium

☒ Local PC file ☐ Application server...

Export format

☐ Spreadsheet ☐ Word processing ☐ DBASE format
☐ Microsoft Excel ☒ HTML format ☐ WK1 format

Output file

File name


Launch PC application

Program

☒ Open file ☐ Parameters for application
☐ Export only

Settings

☐ Save entries as default values

We recommend using the HTML format to provide a report that is closer to the original formatting than a typical Excel spreadsheet. Name the Output file and then click on the Enter button . The following SAP message window may appear indicating that the file extension is incorrect. Simply click on the Change and Continue command button.

Export report

For the selected file format HTML
the file extension HTM is
recommended.

The following report will appear.

The screenshot shows a Microsoft Excel window titled 'Executive Summary Report'. The worksheet contains the following data:

Executive Summary Report										
ZC10 Executive Summary Report										
Date: 05/26/2000										
Requested by: JPHILLIPS										
Fiscal Year 2000										
Plan version 0										
Cost center group 1019-101 NAVSTA MAYPORT 1019										
Revenue										
REVENUES:	PLAN	%	ACTUAL	%	PFY	PLAN	%	ACTUAL	%	PFY
REVENUES	29,083	95.7				227,167	95.6	130	22.6	
PROGRAM	750	2.5				6,000	2.5	555-	96.7-	

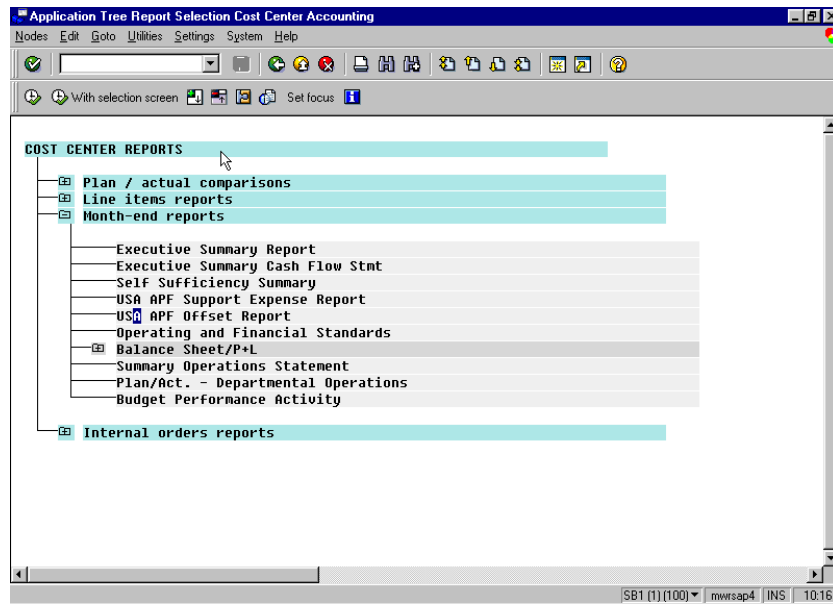
At this point, the document is in Excel. All of the Excel functions are available. The file can be attached to any e-mail system and can also be used for printing a hard copy on the report.

Some of the Financial Reports within the SAP AIMS system have a slightly different look to the drill down functions. These reports have folder icons that can be expanded to see additional details.

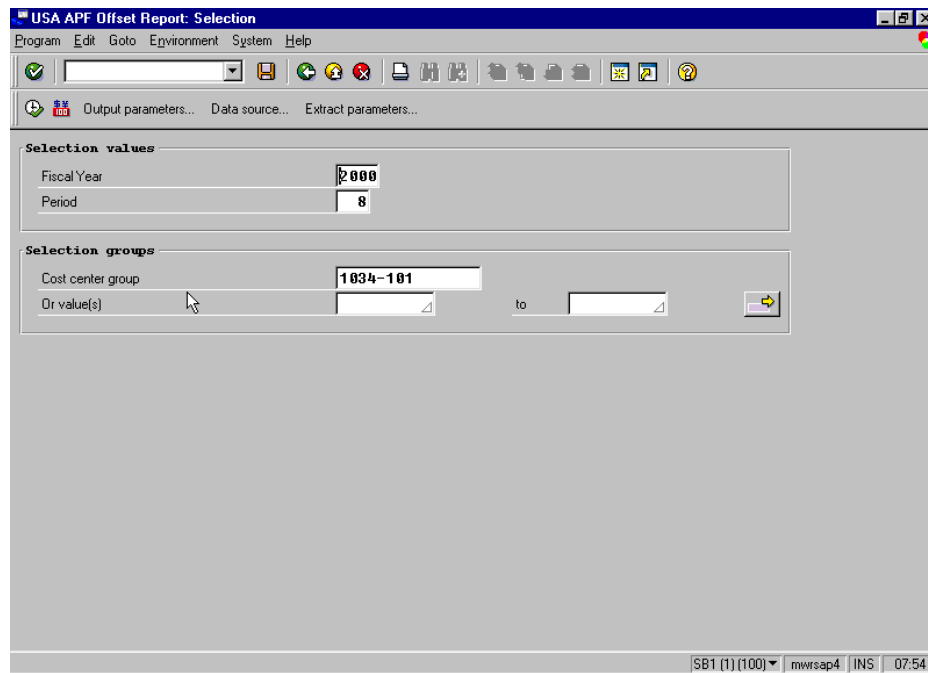
To run one of these reports, use the following menu path:


ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING > INFORMATION SYSTEM > REPORT SELECTION

Transaction Code: **KSBB**



Double click on the line with the description **USA APF offset Report**



After entering the Selection values and the Selection sets, execute the report by clicking on the Execute icon . The report will then appear on the next screen. Again, if an extract has been saved previously, a message will appear offering the option to use the extract rather than the new report.


USA APF Offset Report: Selection

Report: ZUK/ZC04
Name: HQ_P657F2
USA APF Offset Report
Period Ending 8, 2000

Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034

Activity	CURRENT MONTH		LAB
	LABOR	NON LABOR	
***** 00 GENERAL FUND G&A	67,379-	45,659-	
***** 17 SINGLE SAILOR PROGRAM	14,091-	2,000-	
* FITNESS CONDITIONING 1034	34,739-	3,221-	
* ISD 1034	26,553-	14,405-	
***** 61 FITNESS CONDITIONING	61,292-	17,626-	
***** 63 INTRAMURAL SPORTS	15,710-	11,243-	
***** CATEGORY A TOTAL	158,473-	76,527-	
* YOUTH PROGRAM 1034		4,321-	
* YOUTH PROGRAM YELLOW WATER 1034	21,959-	1,205-	
***** 20 YOUTH PROGRAM	21,959-	5,526-	
***** 22 CHILD DEVELOPMENT PROGRAM	26,842-	29,861-	
***** 32 AUTO SKILLS PROGRAM	10,346-	5,718-	
***** 55 ITT PROGRAM	15,547-	904-	

SB1 (1) (100) mwsap4 INS 11:19

Notice the folder icons  along the left side of the report. For this demonstration, click the Expand folder next to the line labeled “***** 00 GENERAL FUND G&A”.

The folders have expanded and provide a detail of the Cost Centers that make up the total.

USA APF Offset Report: Selection

Report: ZUK/ZC04
Name: HQ_P657F2
USA APF Offset Report
Period Ending 8, 2000

Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034

Activity	CURRENT MONTH		LAB
	LABOR	NON LABOR	
84 GENERAL FUND G/A 1034	16,716-	29,524-	
87 GENERAL FUND PERSONNEL 1034	2,500-		
89 GENERAL FUND MARKETING 1034	20,004-	4,809-	
90 GENERAL FUND MAINTENANCE 1034	28,160-	158-	
823 GENERAL FUND ADP 1034		11,168-	
***** 00 GENERAL FUND G&A	67,379-	45,659-	
108 LIBERTY PROGRAM G/A 1034	1,130-		
109 LIBERTY PROGRAM 1034	12,960-	2,000-	
***** 17 SINGLE SAILOR PROGRAM	14,091-	2,000-	
156 GYM G/A 1034		3,000-	
158 GYM PROGRAM 1034	34,739-	221-	
* FITNESS CONDITIONING 1034	34,739-	3,221-	
* ISD 1034	26,553-	14,405-	
***** 61 FITNESS CONDITIONING	61,292-	17,626-	
***** 63 INTRAMURAL SPORTS	15,710-	11,243-	
***** CATEGORY A TOTAL	158,473-	76,527-	
* YOUTH PROGRAM 1034		4,321-	
* YOUTH PROGRAM YELLOW WATER 1034	21,959-	1,205-	
***** 20 YOUTH PROGRAM	21,959-	5,526-	
***** 22 CHILD DEVELOPMENT PROGRAM	26,842-	29,861-	

SB1 (1) (100) mwsap4 INS 11:24

Further drill down is available by double clicking on the specific dollar amount within a column (e.g., the 34,739 in the Labor column next to the Cost Center labeled '158 GYM PROGRAM 1034')

Display variant /MWR1 MWR Cost Center Line Item Display
 Cost center 158 GYM PROG
 COarea currency USD US Dollar

CoCd	Cost elem.	Cost element name	DocT	Postg date	Value COCurr	Cost ctr	Aux. acct
1034	751000	USA APF LABOR COST	SA	11/30/1999	14,721.57-	158	
1034	751000	USA APF LABOR COST	SA	12/31/1999	7,671.01-	158	
1034	751000	USA APF LABOR COST	SA	01/31/2000	7,401.24-	158	
1034	751000	USA APF LABOR COST	SA	02/29/2000	4,945.21-	158	
*					34,739.03-	158	

Display variant /MWR1 MWR Cost Center Line Item Display
 Cost center *
 COarea currency USD US Dollar

CoCd	Cost elem.	Cost element name	DocT	Postg date	Value COCurr	Cost ctr	Aux. acct
**					34,739.03-		

SB1 (1) (100) | mwrsap4 | INS | 11:28

By double clicking on the line item 7,401.24, you will drill down further to the actual source document.

Document Overview

General JV (SA)
 JAN 2000
 Doc. number 1000001508 Company code 1034 Fiscal year 2000
 Doc. date 01/31/2000 Posting date 01/31/2000 Period 04
 Ref.doc. APF CAT A Cross-company n
 Doc.currency USD

Itm	PK	Account	Account short text	Amount	Cost ctr	Order	Assignment
1	40	136000	AR APFSUP	47,000.00			JAN 2000 CAT A
2	50	751000	USA APF LABOR COST	4,658.41-	76		
3	50	755000	USA APF OTHER OPS	11,500.00-	76		
4	50	750000	USA APF MINOR PROP	2,068.39-	84		
5	50	751000	USA APF LABOR COST	3,213.68-	84		
6	50	750000	USA APF MINOR PROP	5,493.00-	823		
7	50	751000	USA APF LABOR COST	3,935.15-	89		
8	50	751000	USA APF LABOR COST	3,146.90-	90		
9	50	751000	USA APF LABOR COST	2,064.63-	109		
10	50	751000	USA APF LABOR COST	376.78-	108		
11	50	751000	USA APF LABOR COST	7,401.24-	158		
12	50	751000	USA APF LABOR COST	3,141.82-	160		

SB1 (1) (100) | mwrsap4 | INS | 08:00

As you can see, the source document was a General Journal Voucher, dated 01/31/2000 and the entry we have drilled down from is detailed on line 11.

Other reports can be accessed and executed from this same report tree using menu path:

**ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING >
INFORMATION SYSTEM > REPORT SELECTION**

NOTE: The key to using the report functions within the SAP AIMS system is to try them out. Only you can determine the data needed to perform your job. Run all the reports using different options and selection criteria to learn whether they turned out the way you expected. By seeing the final results, you can then make a choice as to which reports you wish to see on a regular basis.

TERMS

Controlling area

This is the highest organizational level for which costs and revenues are calculated. This designator helps to control posting periods across company codes. All MWR/VQ company codes belong to controlling area 2000.

Company code

For MWR/VQ, the company code element is synonymous with fund. SAP refers to company code as an independent accounting entity. Each company code has its own complete set of accounts.

Cost center groups

Cost centers are assigned to groups to combine like entities or reporting groups. Cost center groupings can be found as nodes on the standard and alternative cost center hierarchies.

Cost centers

This unit is used by SAP to represent a location of cost (and revenue) origination. Cost centers are grouped into decision, managerial and responsibility groups to facilitate query and reporting. MWR/VQ cost centers include category, activity and department designators..

Cost elements

These are 'Chart of account' elements that depict costs and revenues. All MWR/VQ revenue and expense accounts are considered cost elements in SAP. Cost elements are used to ensure comprehensive reporting and detailed planning (budgeting).

Tables**Table 1: List of Account Groups**

Account Group	Accounts from:	Accounts to:	Description
ASST	130000	199999	Assets
CAP	290000	299999	Capital/Equity
CASH	100000	129999	Cash
COGS	400000	499999	COGS
EEXP	900000	999999	Extraordinary Expense
EXP	600000	799999	Expenses
LIAB	200000	289999	Liability
OTH	800000	899999	Other Income
REVN	500000	599999	Revenue
RREV	300000	399999	Resale Revenue

Table 2: List of Reconciliation Accounts

GL Account	Description	Recon. Acct Type
0000131000	AR GENERAL	D
0000131002	AR CITY LED IND	D
0000131003	AR FAIR MKT RENTAL	D
0000131010	AR/ ITT VOUCHERS	D
0000132000	AR RETURNED CHECKS	D
0000133000	AR OTHER	D
0000133002	AR CITY LEDGER GROUP	D
0000133003	AR OPS CONTR SER	D
0000134000	AR CREDIT CARD	D
0000135000	AR GIFT CERT	D
0000165000	PREPAID MINOR PROP	A
0000171000	VEHICLES	A
0000172000	MWR CF VEHICLES	A
0000173000	FF&E	A
0000174000	MWR CF FF&E	A
0000175000	BUILDINGS AND FAC	A
0000176000	MWR CF BUILDINGS	A
0000177000	BLDGS & FAC IMPRV	A
0000178000	MWR CF BLDGS IMPRV	A
0000179000	CONST IN PROGRESS	A
0000181000	ACCUM DEPR-VEHICLES	A
0000182000	MWR CF ACCU DEP VEH	A
0000183000	ACCUM DEPR-F.F.&E.	A
0000184000	MWR CF ACCU DEP FF&E	A

0000185000	ACCUM DEPR-BLDGS/FAC	A
0000186000	MWR CF ACCU DEP BLDG	A
0000187000	ACCU DEP-BLDGS IMPRV	A
0000188000	MWR CF A/D BLDG IMPR	A
0000201000	TRADE PAYABLES	K
0000201001	OVERSEAS PURCH PAY	K
0000201002	CONTRACTS PAYABLE	K
0000202001	ARC LIABILITY	K
0000202002	COLLECT PAY TELE	K
0000202003	COLLECT PAY FMR SHE	K
0000202004	COLLECT PAY FMR UTIL	K
0000202005	COLLECT PAY DAM APF	K
0000202006	COLLECT PAY CABLE	K
0000202007	COL PAY OPS CONTR	K
0000203001	DEPOSITS PAYABLE	D
0000204000	EMPL GRATUITIES DUE	K
0000205000	EMPL SERVICE CHGS	K
0000206000	CONSIGNMENT TICKETS	K
0000251001	UNEARNED INCOMERECON	D
0000251002	UNEARNED INC GUEST	D

Table 3: List of Open-Item-Management Accounts

Account No.	Description
0000101001	CENTRALIZED CASH
0000101002	CASH XFER DOWNLOAD
0000101005	INTER-COMPANY CASH
0000101011	PAYABLES CHECKS
0000101021	DIRECT DEPO PAYROLL
0000101031	ADP PAYROLL TAX
0000101041	EFT PAYABLES
0000101051	ADP PAYROLL CHECKS
0000105001	LOCAL VQ PAYROLL
0000136000	AR APFSUP
0000137000	AR DAR CLEARING
0000161000	PREPAID SUPPLIES
0000161001	PREPD NC FF&E
0000161002	PREPD NC AMENITIES
0000161003	PREPD CONCUM AMEN
0000161004	PREPD CONSUM SUPP
0000161005	PREPD LINEN TOWEL
0000161006	PREPD NAF UNIFORMS
0000162000	PREPAID CONTRACTS
0000162001	PREPD BOS CONTR

0000162002	PREPD CONTR LABOR
0000162003	PREPD CONTR SER
0000163000	PREPAID TICKETS
0000168000	PREPAID OTHER
0000168001	GOODS IN TRANSIT
0000168002	PREPD MKT SUPP
0000169000	SUSPENSE ACCOUNT
0000179500	PROCEEDS ON SALE F/A
0000213000	FEDERAL TAX PAYABLE
0000214000	SOCIAL SECURITY
0000215000	STATE TAXES PAYABLE
0000217000	RETIREMENT PAYABLE
0000218000	LIFE INSURANCE
0000219000	MEDICAL INSURANCE
0000220000	HEALTH MAINTENANCE
0000220100	WORKERS COMP PAYABLE
0000220200	UNEMPL COMP PAYABLE

Table 4: List of Field Status Groups

Field Status Group	Description/Type of Account
G001	General balance sheet accounts
G002	Balance sheet accounts with cost center
G003	Retained earnings (BA optional)
G004	Expense accounts
G005	Bank accounts (obligatory value date)
G007	Asset reconciliation accounts
G012	Payables reconciliation accounts
G019	Receivables reconciliation accounts
G020	Receivables - returned checks
G029	Revenue accounts
G030	Asset disposal proceeds accounts
G056	Amortization accounts